



STATE OF HAWAII OFFICE OF
HAWAIIAN AFFAIRS
560 NORTH NIMITZ HIGHWAY, SUITE 200
HONOLULU, HAWAII 96817

September 13, 2019

REQUEST FOR QUOTES (“RFQ”) No. LAF 2020-05

**INSTALLATION AND REPAIR ELECTRICAL SERVICES FOR
THE OFFICE OF HAWAIIAN AFFAIRS
NA LAMA KUKUI OFFICE**

To All Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors to provide installation and repair electrical services located in Na Lama Kukui (hereinafter “NLK”) at 560 N. Nimitz Highway, Suite 200, Honolulu, Hawai‘i 96817.

The term of this Contract shall be for twelve (12) months from October 18, 2019 to October 17, 2020.

Interested Offerors are strongly encouraged to attend a site inspection. It will be held on **Thursday, September 19, 2019 at 10:00 a.m.** All interested parties shall meet at the OHA’s reception desk in Suite 200 at Na Lama Kukui. Please contact Charmaine Matsuura, Procurement Lead Specialist, by email at charmainem@oha.org or by phone at (808) 594-0273, if you will be attending the site inspection.

Quotes shall be received through the HIePRO website by 2:00 p.m. HST on Monday, September 30, 2019. Electronic mail and facsimile transmission of the offer shall not be accepted and shall automatically be rejected.

Pursuant to Hawaii Administrative Rules (hereinafter “HAR”) §3-122-75 the award shall be made to the lowest most responsible and responsive quote for the OHA. The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or part in the best interest of the OHA.

SCOPE OF WORK

The successful Offeror shall provide and perform the services required in a satisfactory and proper manner as determined by the OHA. The services shall include, but may not be limited to, the following:

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Electrical Services for the OHA Offices at NLK

1. Trouble shoot and repair occasional tripping from light switch in the Board of Trustees offices.
2. Trouble shoot and repair light in one of the Board of Trustee's office whose light is turning itself off.
3. Remove light sensors in nine (9) Board of Trustee's offices and replace them with light switches.
4. Install two (2) circuits on the Ewa and Town walls in the break room to split power on outlets.
5. Remove light sensor in the Procurement Manager's office and replace with light switch.

REQUIREMENTS

The successful Offeror's qualifications and requirements shall include, but may not be limited to, the following:

1. The work shall comply with State, Federal, and County laws and requirements, Occupational Safety and Health Administration (hereinafter "OSHA") laws and regulations, and the current National Electrical Code (hereinafter "NEC"). The successful Offeror shall adhere to all provisions of the Hazard Communications Standard as administered by OSHA, State of Hawaii pertaining to hazards at the jobsite, and any other State, County, or Federal safety requirements.
2. Under the Hawaii Revised Statutes (hereinafter "HRS") section 444-7(d), the successful Offeror shall hold the "C" specialty contractor classification and pursuant to HAR Chapter 16-77, must be compliant to provide services for this project.
3. The successful Offeror shall provide licensed electricians, who possesses a valid State of Hawaii Journey Worker Electrician License (EJ) and Supervising Electrician License (ES), as approved by the Board of Electricians and Plumbers, and obtained in compliance with HRS Chapter 448E and HAR Chapter 16-80.
4. Fixed-Price Proposal. The successful Offeror shall provide one fixed-price proposal for the complete project that includes every aspect of the work, itemizes all costs associated with providing the services including, but not limited to the General Excise Tax.
5. The successful Offeror is required to furnish all labor, materials, tools, transportation, incidental and supplies and to determine the means, methods and schedules required to complete the work in accordance with the contract documents with a fixed-price contract.
6. The successful Offeror shall be required to obtain all required insurance as a part of the contract price. The successful Offeror shall not commence any work until it obtains all required insurance. All insurance must be maintained with a company authorized by law to issue such insurance in the State of Hawaii. The successful Offeror shall maintain all insurance until final acceptance of the work by the OHA.

7. Permits and Licenses. As a part of the contract price, the successful Offeror shall obtain all permits and licenses required by law to perform the work and pay charges, fees and taxes incidental to obtaining such permits and licenses. The successful Offeror assumes exclusive responsibility for identifying and acquiring all permits and licenses necessary to perform the work, except for those permits and licenses identified in the contract documents as being the responsibility of the OHA.
8. The successful Offeror shall provide safety signs, as necessary.
9. Wage Certificate. All interested Offerors shall complete and submit the Wage Certification Form certifying that the services required will be performed pursuant to HRS, Section 103-55. See Exhibit 1: Wage Certificate.
10. Workforce. The successful Offeror shall provide all supervision, skill and unskilled labor needed to perform the work. The successful Offeror shall prepare a list of all the names of personnel working for the Contractor and any subcontractors, the list shall be submitted to the Contract Coordinator at least fourteen (14) days prior to commencement of work.
11. Subcontractors. The successful Offeror shall be responsible for the conduct and workmanship of subcontractors engaged in the Project, and for Subcontractors compliance with the term of the Scope of Work. The successful Offeror is responsible for the behavior and workmanship of Subcontractors while on the Na Lama Kukui property.
12. The successful Offeror shall be solely responsible for the behavior and conduct of their employees or agents on OHA's Property. The successful Offeror shall, furthermore, ensure proper safety protocols are followed to protect the health and wellbeing of its employees and agents including, but not limited to: requiring appropriate apparel, other personal gear, and hydration.
13. The successful Offeror shall be responsible for keeping the area where its employees are working clean and for removing all waste, debris, or other material brought on the site by the successful Offeror upon completion of each workday.
14. Modification to Contract. The successful Offeror shall not incur any costs beyond those described in the Scope of Work unless directed in writing by the OHA. Any work performed by the successful Offeror beyond this Scope of Work without written direction from the OHA shall be at the risk and at no cost to the OHA. All modifications and terminations of the contract shall be in compliance with the HAR §3-125.
15. The successful Offeror shall immediately advise the OHA of any problems that arise during the execution of this Scope of Work.

The RFQ may be canceled when it is determined to be in the best interest of the OHA. If you have any questions, you may contact Charmaine Matsuura, Procurement Lead Specialist, by email at charmainem@oha.org or by phone at (808) 594-0273.

The successful Offeror must be registered as a business in the State of Hawai'i and be compliant with Hawaii Compliance Express, submit a copy of your Certificate of Liability Insurance and complete the OHA W-9 form. If you are not registered, please register by going to HCE's website: <http://vendors.ehawaii.gov/hce/splash/welcome.html>