

NEIL ABERCROMBIE
GOVERNOR



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STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
Honolulu, Hawaii 96817

IN REPLY REFER TO:
14:CPO/372

December 23, 2014

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Invitation-for-Bids No. PMB-2014-38, Addendum No. 3
Provision of Tenant Recertification Services under the Federal Low
Income Public Housing Program on the Island of Oahu

This Addendum No. 3 is to provide written response to written questions received at the Pre-Bid Conference conducted by the Hawaii Public Housing Authority (HPHA) on December 17, 2014, up until December 19, 2014 and amend the Invitation for Bids (IFB) as follows:

Part I - Written Questions:

No written questions were received up until December 19, 2014.

Part II – Amendments to the IFB:

1. A new third paragraph is added to Part IV. Scope of Work (Page 25), before Paragraph A. Management Requirements, under Section 2. Specifications of the IFB to read as follows:

“The HPHA shall dedicate office space and equipment, including desk, chair, telephone, computer, printer, and copier for up to four (4) recertification personnel at each Asset Management Project management office for tenant recertification services.”

2. A new fourth paragraph is added to Subparagraph 1 of Paragraph A. Management Requirements (Page 25), before Subparagraph 2. Conduct Case Review and Preparation, under Section 2. Specifications of the IFB to read as follows:

“Subject to the HPHA’s prior approval, certain functions of the tenant recertification process, including, but not limited to the issuance of recertification notification letters to tenants, review of documents provided by the tenants, new

rent calculation and issuance of rent notification to the tenant, may be centralized and performed at an off-site location.”

3. The bid offer due date shall be extended to 10:00 a.m. HST on January 20, 2015 with public bid opening at 10:15 a.m. HST on January 20, 2015.
4. The procurement timeline is hereby modified as follows:

<u>Activity</u>	<u>Scheduled Dates</u>
Public Notice Announcing IFB	Dec. 12, 2014
Distribution of Bid Specs/Bid Offer Form	Dec. 12, 2014
Pre-Bid Conference	Dec. 17, 2014
Written Questions Due to the HPHA	Dec. 19, 2014
Written Responses Due from the HPHA	Dec. 23, 2014
Bid Submittal Deadline	Jan. 20, 2014 at 10:00 a.m. HST
Bid Opening	Jan. 20, 2014 at 10:15 a.m. HST
Notice of Award	January/February 2015
Contract Execution	February 2015
Contract start date	Upon Issuance of Notice to Proceed

5. Bidder understands that the bid may not be withdrawn within 120 days after the opening of bids.
6. Attachment 2a – Bid Offer Form (revised 12/23/2014) attached hereby replaces Attachment 2 – Bid Offer Form (revised 8/7/2014) to reflect updated bid submittal due date, time, and terms. Bidders shall use the attached revised Attachment 2a – Bid Offer Form in order to be considered responsive. Bid Offers submitted using Attachment 2 may be rejected.
7. All other terms and conditions of the IFB, as amended, shall remain the same.

If you have any questions, please contact Ms. Tammie Wong, IFB Coordinator, at (808) 832-6090. Thank you.



IFB PMB-2014-38
SEALED BID OFFER

Hawaii Public Housing Authority
Contract and Procurement Office
1002 North School Street, Bldg. D
Honolulu, Hawaii 96817

Dear Procurement Officer:

The undersigned has carefully read and understands the terms and conditions specified in the Invitation for Bids, Specifications and the General Conditions by reference made a part of this Bid Offer and hereby submits the following offer to perform the work specified.

That the undersigned further understands and agrees that by submitting this Sealed Bid Offer, 1) it is declaring its Bid Offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) it is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Date: _____

Respectfully Submitted,

Telephone No.: _____

Legal Name of Offeror

Fax No.: _____

Payment address, if other than street
address at right:

Authorized Signature (Original)

Title

Hawaii General Excise Tax Lic. I.D. No.:

Street Address

Social Security or Federal I.D. No.:

City, State, Zip Code

Offeror is: Individual Partnership Corporation Joint Venture

State of Incorporation: Hawaii * Other _____

*If "other", is corporate seal available in Hawaii? Yes No

Bidders must complete the following items:

1. Provide the history of the bidder's experience in the provision of tenant recertification services of similar engagements in the United States. Include the number of years of experience: (Attach separate pages if necessary.)

2. Provide the names and addresses of companies or government agencies in which the bidder has provided or is currently providing tenant recertification services as mentioned in Question 1 above along with the dates of services:

Firm or Agency	Contact Person	Telephone No.	Dates of Service

3. Insurance coverage to be provided by:

Insurance Type	Provider	Agent Name	Agent Phone No.
Commercial General Liability			
Automobile			
Workers Compensation			

Signature of Offeror _____

IFB PMB-2014-38
Bid Offer Form

Offeror: _____

Bidder shall provide a Bid Price Per Case for all case categories in the Initial 12-Month Period, Option Year 1 and Option Year 2. Bid Price Per case shall be the all-inclusive cost to the HPHA, inclusive of all personnel, overhead costs, and applicable taxes for providing the services specified. The Bid Price Per Case for each case category shall be firm for each applicable contract period and shall be the rates charged to the HPHA for actual tenant recertification cases completed.

Initial 12-Month Period:

Case Category	Bid Price Per Case
9 - 12 Months	
13 - 23 Months	
24 - 36 Months	

Total Unit Bid Price (Initial 12-Month Period): _____

Option Year 1:

Case Category	Bid Price Per Case
9 - 12 Months	
13 - 23 Months	
24 - 36 Months	

Total Unit Bid Price (Option Year 1): _____

Option Year 2:

Case Category	Bid Price Per Case
9 - 12 Months	
13 - 23 Months	
24 - 36 Months	

Total Unit Bid Price (Option Year 2): _____

**Grand Total Bid Price (Initial 12-Month Period,
Option Year 1, and Option Year 2):** _____

Bidder understands that the bid may not be withdrawn within 120 days after the opening of bids.