

DAVID Y. IGE
GOVERNOR



HAKIM OUANSAFI
EXECUTIVE DIRECTOR

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

STATE OF HAWAII
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
HONOLULU, HAWAII 96817

IN REPLY PLEASE REFER TO:
20:CPO/354

September 1, 2020

TO: Interested Offerors

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Invitation for Bids No. PMB-2020-33, Addendum No. 1
Security Services at Pumehana Under Asset Management Project on
Oahu

This Addendum No. 1 is to: 1) provide the Pre-Bid Teleconference meeting minutes conducted on August 28, 2020; 2) provide responses to written questions received up until August 28, 2020; and 3) amend the IFB as follows:

Part I Pre-Bid Teleconference Meeting Minutes:

See attached Minutes.

Part II – Responses to Written Questions:

Question 1. Who is the current incumbent?

Response: Security services are not currently being provided.

Question 2. When was the current incumbent awarded the contract?

Response: Security services are not currently being provided.

Question 3. Please provide a copy of the current contract?

Response: Security services are not currently being provided.

Question 4. Are there any significant modifications from the previous contract to the new one? For instance, an increase in hours, a change in guard type (e.g., armed vs unarmed), a need for additional resources?

Response: Security services are not currently being provided.

Question 5. What was the amount spent on this contract?

Response: Security services are not currently being provided.

Question 6. What is the estimated total number of annual hours for this contract?

Response: Please reference Attachment 2 Bid Offer Form for bid hours required.

Question 7. What is the current bill rate?

Response: Security services are not currently being provided.

Question 8. Are there any additional services that may be needed that are not listed in the IFB? For instance, the need of additional sites, seasonal required security, etc.

Response: Please reference subsection III. under Scope of Work on Pg. 25.

“Work included in the resulting Contract shall consist of furnishing labor, equipment, supplies and all related administrative and supervisory personnel necessary to provide security services at Pumehana under Asset Management Project 35 (AMP 35) on Oahu in accordance with the provisions, specifications, General Conditions, and procedural requirements, included and/or referenced in this IFB.”

Question 9. Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?

Response: Please reference paragraph E. on Pg. 21.

“E. Prior to entering into a Contract in excess of \$25,000, an interest bidder shall certify that it complies with section 103-55, HRS, wages, hours, and working conditions for employees of the Contractor performing the services. Section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Interested bidders are further advised that in the event of an increase in wages for

public employees performing similar work during the period of the resulting Contract, the Successful Bidder shall be obligated to provide such increased wages.

Bidders shall complete, certify and submit the attached Wage Certification by which the bidder certifies that the services required will be performed pursuant to section 103-55, HRS. See Attachment 1.

Bidders are advised that section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Bidders are further advised that in the event of an increase in wage rates to public employees performing similar work during the Contract period, the Successful Bidder will be obligated to perform wages not less than those increased wages.

The HPHA has determined that work to be performed under this Contract is similar to a Security Officer I classification in Bargaining Unit 3; therefore, the Successful Bidder shall be required to pay their employees the published prevailing State wages for worked performed under the resulting Contract. At the release of this IFB, the published State prevailing basic hourly wage are as follows:

The HPHA has determined that work to be performed under this Contract is similar to a Security Officer I and III classification in Bargaining Unit 3; therefore, the Successful Bidder shall be required to pay their employees the published prevailing State wages for worked performed under the resulting Contract. **At the release of this IFB, the published State prevailing basic hourly wages are as follows:**

| Classification | Pay Grade | Hourly Rate |
|----------------------|-----------|--------------------|
| | | Effective 1/1/2019 |
| Security Officer I | SR-13 | \$17.66 |
| Security Officer III | SR-17 | \$20.68 |

”

Question 10. Is a Bid Bond or performance bond required? If yes, how much?

Response: Please reference subsection 10. on Pg. 18.

“10. No performance or payment bond is required.”

Question 11. Is there a specific way you would like the response to be prepared? For example: bound, unbound, 3-ring binder(s), page limits, paper type, etc.

Response: Please reference Section 3 on Pg. 41 Bid Offer Form and Instructions.

Question 12. Is the current contract using vehicles? If yes, how many?

Response: Security services are not currently being provided.

Question 13. Will your agency hold a public opening? If yes, can you please provide with the date, time and location?

Response: Yes, the HPHA will hold a public opening. Please reference subsection IX. Opening of Bids On Pg. 5.

“Sealed bids received by the due date and time shall be opened publicly. Public bid opening will commence at 10:15 a.m. HST, Tuesday, September 8, 2020 at the HPHA Contract and Procurement Office, 1002 North School Street, Building D, Honolulu, Hawaii 96817.”

Question 14. Regarding Section 3 is it mandatory to have a Section 3 Subcontractor?

Response: Please reference subsection 9. Section 3 of the U.S. Housing Act of 1968 on Pg. 17.

Question 15. How could we hire guards from Section 3? Is there email or phone # to contact?

Response: The designated Contract Administrator will provide Section 3 information to the Successful Bidder.

Question 16. How will we express our desire to hire guards from Section 3 if there aren't forms covering this matter?

Response: The designated Contract Administrator will provide the necessary Section 3 forms to the Successful Bidder.

Question 17. Could you please clarify how many originals and copies are being requested of the technical bid and the cost proposal?

Response: Please reference Section 3 on Pg. 41 Bid Offer Form and Instructions.

Question 18. Could you please help to get SPO-22 Form?

Response: Submission of the Form SPO-22 is no longer required for final payment. Please reference the amendment to the IFB below.

Part III – Amendments to the IFB:

1. Paragraph h. under Subsection 3. Payment on Page 39 under Section 2 of the IFB is hereby amended to read as follows:

"h. For final payment, the Successful Bidder must submit ~~a valid tax clearance certificate and a "Certification of Compliance for Final Payment" (Form SPO-22).~~ **an original tax clearance certificate, not over two (2) months old with an original green certified copy stamp or a valid HCE Certificate of Vendor Compliance.** ~~in lieu of the tax clearance certificate, is acceptable.~~

~~A copy of Form SPO-22 is available at www.spo.hawaii.gov. Select "Forms For Vendors/Contractors" from the Chapter 103D, HRS, link.~~

2. All other terms and conditions of the IFB, as previously amended, shall remain in full force and effect.



Pre-Bid Conference Minutes

IFB PMB-2020-33

Furnish Security Services at Pumehana Under Asset Management Project 35 on Oahu

August 28, 2020

9:00 am

Attendance:

Rick Sogawa – HPHA

Tiana Kobashigawa – HPHA

Justin Roesch – Jan-Guard Hawaii, Inc.

Nagah Abdelshahid – American Guard Services, Inc.

I. Welcome

A. Introduction of HPHA Staff

1. Rick Sogawa – Procurement Officer, oversees the procurement process and ensure that we adhere to procurement rules and policies.
2. Tiana Kobashigawa – Contract Specialist/RFP Coordinator, conducts the procurement and is the main point of contact for this procurement; contact info provided on page 2 of IFB.

- B. This Conference is to highlight the IFB requirements, bidders are responsible for the full content of the IFB. Submission of a bid shall be regarded as the bidder's assurance that he/she is willing and able to comply with all aspects/requirements of the IFB. All new/additional information will be distributed in the form of an addendum.

II. Section 1 – Administrative Overview

A. Procurement Timeline (Pg. 3)

- Site Inspection Period: 8/28/2020 – 9/4/2020 to thoroughly familiarize themselves with the existing conditions and the nature of the work to be performed;
 - Contact the Officer-in-Charge as provided on page 2 of the IFB to arrange for a site visit.
 - No additional compensation shall be allowed by reason of any misunderstanding or error regarding the conditions/layout or work to be performed at the properties.
- Written Questions Due: Today, 8/28/2020
- Response to written questions received by 8/28 will be issued via Addendum: Tuesday, 9/1/2020
 - questions received after 8/28 may/may not receive a formal response
- Sealed Bid Offers Due: 10am, Tuesday, 9/8/2020
- Public Bid Opening: 10:15am, Tuesday, 9/8/2020
- Notice of Award: September 2020

- Contract Execution: September 2020
- Contract Start Date: 10/1/2020

The HPHA reserves the right to amend or revise the timetable without prior written notice. Contract execution and start date are subject to the availability of funds.

B. Wage and Labor Law Compliance in accordance with section 103-55, Hawaii Revised Statutes (Pg. 4). Prior to entering into a Contract in excess of \$25,000, the successful bidder shall certify that services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work; See Attachment 1 – Wage Certificate.

C. Rejection of Bids (Pg. 8).

1. The HPHA reserves the right to consider as acceptable only bids submitted in accordance with all requirements set forth in the IFB and demonstrate an understanding of the service specifications.
2. Bids offering terms and conditions contradictory to those included in the IFB may be rejected.

D. Protests (Pg. 9).

1. Actual/prospective bidder may protest the solicitation or award of services only for a serious violation of procurement policies and operational procedures.
2. Protests shall be submitted in writing within 5 business days after the posting of an award.
3. Awards are posted on the State Procurement Office Hawaii Award and Notices Data System (HANDS). Contact information for protest and website information provided on Pg. 10.

III. Section 2 – Specifications

A. Area of Service (Pg. 13). Services are solicited for Pumehana under Asset Management Project (AMP) 35 (AMP address listed on Pg. 13). See attachment 15 for the property site map.

B. Qualifying Requirements (Pg. 14)

1. Prior to award of a contract, bidders shall demonstrate compliance with Federal and State laws (IRS, Dept. of Taxation, DCCA, DLIR).
 - a. A Certificate of Vendor Compliance issued from the Hawaii Compliance Express may be submitted to satisfy this requirement. Info on the HCE is provided on Pg. 15.
 - b. Bidders are advised to apply for the certificate as soon as possible. If a valid certificate is not submitted on a timely basis for award of a Contract, a bid otherwise responsive and responsible may not receive an award.

2. Indemnification (Pg. 16)

Successful Bidder shall defend, indemnify, and hold harmless the State of Hawaii, the HPHA, its elected and appointed officials, officers, and employees from and against all liability, loss, damage, and demands arising out of or resulting from the acts or omissions of the Successful Bidder or the Successful Bidder's officers, employees, agents, or subcontractors.

3. Insurance requirement (Pg. 16)

Insurance

- a. General Liability: \$2 mil combined single limit per occurrence for bodily injury and property damage;
- b. Auto Liability: \$1 mil bodily injury per person, \$1 mil bodily injury per accident, and \$1 mil property damage per accident OR combined single limit of \$2 mil; and
- c. Workers Compensation: limits as required by applicable State laws.

An umbrella policy may be used in addition to the mandatory insurance policies to supplement the coverages provided that the HPHA approves and the umbrella policy follows the underlying coverage forms.

4. Business Office (Pg. 18)

- a. Successful Bidder shall have a permanent office in the State where he/she conducts business and have a designated local point of contact in the State of Hawaii where he/she will be accessible in person or via telephone during normal Hawaii State government business hours from 7:45am to 4:30pm HST. See Attachment 17 for Hawaii government observed holidays.
- b. Answering services are not acceptable.
- c. A permanent office location and phone number shall be stated in the Bidder's bid offer.

5. Section 3 of the U.S. Housing Act of 1968 (Pg. 18)

- a. To the greatest extent possible, ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects, be directed to low- and very-low income persons, particularly persons who are recipients of HUD assistance for housing.
- b. With all things being equal, commit to a hiring preference for low- and very-low income persons, which includes advertising the vacancies to this population.
- c. Some of the requirements may include: vacancy/recruitment announcements posted at our public housing offices targeting the low- and very-low income residents, quarterly new hire report.

- d. Specific requirements will be provided to the Successful Bidder. Sample recruitment announcements and reports may be provided to the Successful Bidder.

C. Type of Contract (Pg. 19)

1. Formal written contract based on competitive sealed bids for goods and services; see Sample Contract in Attachments 4 – 9
2. Subcontracting or assignments are not allowed without the prior written approval of the HPHA.

D. Single contract shall be awarded (Pg. 20)

1. Initial contract term will be 7 months, effective 10/1/2020, with up to 12 months of options to extend
2. The period shall not exceed 12 months and shall be exercised at the sole discretion of the HPHA.

E. Bid price (Pg. 22), see Attachment 2 – Bid Offer Form.

1. Unit bid prices shall be submitted for Pumehana.
 - a. Unit bid prices solicited include hourly rates for the lobby guard, admin/judicial hearing, and emergency hours.
 - b. Total bid price shall be the all-inclusive price charged to the HPHA to include, without limitation, security, administrative and supervisory personnel costs, benefits, equipment and equipment maintenance, applicable taxes and all other necessary costs to provide the services specified in the IFB.
 - c. Should also factor in cost increases associated with admin/personnel benefits required by law.
2. Bid prices shall be firm for the duration of the contract period (initial contract period and option year 1).
3. Successful Bidder shall be the responsive and responsible bidder who submitted the lowest Grand Total Bid Price.
4. Bidders should account for any published wage increase in the bid price as the HPHA shall not approve contract adjustment requests due to wage increase during the term of the contract that are known.
5. Contract price adjustment (Pg. 24)
 - a. At the release of this solicitation, the wages effective 1/1/2019 for state employees performing similar work are known and published by DHRD, if wages increase after the

execution of the contract, the successful bidder may request an increase in Contract price.

- b. The successful bidder shall not be paid for any reimbursement of retroactive pay negotiated by the state.
- c. Request for the increase must meet the criteria listed on pg. 23. Current wage information can be obtained on the DHRD website. Website address listed on pg. 23

F. Scope of Work (Pg. 26)

1. Work included in the resulting Contract shall consist of furnishing labor, equipment, supplies and all related administrative and supervisory personnel necessary to provide security services at Pumehana (AMP 35) on Oahu. The HPHA reserves the right to increase or decrease the period of security coverage, including without limitation to the number of officers per shift and the number of hours per shift.

2. Service Activities (Minimum and or/mandatory tasks and responsibilities)

a. Pumehana (Pg. 25)

i. The Successful Bidder shall provide security coverage at the building's lobby/entrance as follows:

Sunday thru Saturday [one (1) security officer/shift]
7:00 p.m. – 5:00 a.m.; 10 hours

- ii. Allow police/fire fighter/paramedics to enter the premises.
- iii. Allow entry to vendors or individuals having official business with the HPHA.
- iv. Allow household movers or deliveries to tenants entry after providing required information as specified by the Officer-In-Charge.
- v. Stop and check all incoming guests for government issued identification unless otherwise instructed.
- vi. Obtain consent from tenant to authorize guest entry onto premises, unless otherwise instructed.
- vii. Prohibit all guests and tenants with unapproved live animals to enter the property, unless otherwise instructed.
- viii. Provide uninterrupted lobby coverage throughout each day for the duration of the Contract. Maintain daily log of visitors in and out of the building as prescribed by the Officer-in-Charge.

- ix. Any incidents of trespassing and any criminal activity shall be reported to the Officer-in-Charge.
 - x. Monitor parked vehicles on the property premises and initiate action to tow vehicles from the property that do not have a valid parking decal. Notify the Officer-in-Charge of tow via incident report.
- b. The Successful Bidder shall provide the following services at each property (Pg. 26).
- i. Enforce project rules and lease provisions for incidents occurring in the lobby area. See Attachments 16 and 17.
 - ii. Determine the need for and to summon the Honolulu Police Department (HPD) when intervention or arrest is necessary. Cooperate with and assist the police, if necessary, and testify in court or administrative hearings when required.
 - iii. Act on behalf of the Officer-in-Charge to issue a trespass warning, either verbally or in writing as instructed by the Officer-in-Charge. The Successful bidder shall cooperate with the HPD pertaining to issuance and/or enforcement of trespass notices. The Officer-in-Charge shall provide guidelines to the Successful Bidder on issuance of trespass warnings.
 - iv. Maintain confidentiality of all documents viewed or information gathered during the performance of his/her duties, including discussing with the residents the details of incidents on property without the express consent of the Officer-in-Charge.
 - v. During an extraordinary event, enforce HPHA's rules with jurisdiction over the event (e.g., during a pandemic enforce the social distancing recommendation and do not allow tenants to gather in groups larger than 10).
- c. Special Events (Pg. 27)
- i. The Successful Bidder shall agree to change the security schedules for special events requiring increased security services. Changes to the security schedule may include increased number of hours per day or number of security personnel on a special event basis. Special events may include an increase in criminal activity and increase in gang activity. Projected number of special event hours for each contract period listed on page 28.
- d. Administrative and/or judicial hearings (Pg. 28)
- i. The Successful Bidder agrees that security personnel shall appear at administrative and/or judicial proceedings to provide testimony when requested. The bid price

per hour for appearing at administrative and judicial hearings shall not exceed the bid price per hour for regular scheduled security services. Projected number of administrative and/or judicial hearing hours for each contracted period is listed on page 28.

e. Emergency Services (Pg. 29)

- i. The Successful Bidder shall agree to change security schedules in the event of an emergency to accommodate anticipated needs for increased security due to unforeseen circumstances.

f. Community Support (Pg. 29)

- i. On a monthly basis, the Successful Bidder shall provide a supervisor to participate in a community walk with the HPHA Officer-in-Charge or designee and/or a tenant community group. The purpose of the walk is to receive input of community concerns from the HPHA management staff, tenants, and/or community volunteers.

g. Reporting Requirements (Pg. 29)

- i. Prepare and submit Incident Reports to the HPHA, detailing all disturbances, incidents and violations of site rules.
- ii. On a bi-weekly basis, prepare and submit daily check point printouts of Watchman Recording Device, Detex or similar, to the Contract Administrator.

h. Equipment Requirements

- i. Security officers shall be uniformed bearing the company name and/or logo with their name tags easily visible, without sidearms.
- ii. The Successful Bidder may provide each security officer with a cellular phone or other appropriate means of communication, flashlight, and appropriate gear for inclement weather.
- iii. The Successful Bidder shall provide the security supervisor/dispatcher with a cellular phone or other appropriate means of communication and may provide tenants access to a direct line to the security officers for emergencies. The successful bidder will be responsible for all equipment costs and maintenance of the cellular phone and/or other means of communication.

i. Facilities

- i. The HPHA shall provide restroom facilities, where possible, within the property and may provide space which may include electricity and telephone. The Successful

Bidder shall be responsible for the daily upkeep of all assigned facilities and will be responsible for any damages to the facilities caused by personnel. The HPHA will provide a secure space to store bicycles when necessary.

j. Management Requirements and Qualifications (Minimum requirements) (Pg. 31)

i. The Successful Bidder shall ensure that all personnel meet the minimum qualifications to include:

- 1) licensing requirements pursuant to the HRS;
- 2) at least two (2) years relevant experience in law enforcement and/or security;
- 3) one (1) year of experience with the Bidder.

The Successful Bidder shall provide documentation with the Bid Offer Form that its personnel have met the licensing requirements and experience requirements. See Attachment 19.

ii. Security officers shall be required to attend an orientation conducted by the HPHA prior to the start of services.

iii. The Successful Bidder shall be solely responsible for the behavior and conduct of their employees or agents on STATE property and shall instruct security personnel to fully cooperate with the Officer-in-Charge. Security personnel shall refrain from socializing or fraternizing with the residents of the property while on duty.

iv. At the request of the HPHA, the Successful Bidder shall remove immediately and not employ any person who does not perform his/her duties and responsibilities in a proper and skillful manner, intoxicated, disorderly, abusive, or unable to demonstrate tact and diplomacy in dealing with the public.

v. The Successful Bidder shall relieve any security officer who is arrested for any major crimes or felony. The HPHA will have final authority to allow the individual to perform security duties pending investigation, resolution or conviction.

vi. The Successful Bidder shall inform the Officer-in-Charge of all security officers employed under this Contract who is a registered sex offender.

vii. The Successful Bidder shall have a properly licensed supervisor to oversee the entire operation. All security officers shall be under the supervision of the Successful Bidder.

viii. Security personnel will refrain from having personal visitors and from socializing while on duty. Telephone calls shall be limited to emergencies.

- ix. The Successful Bidder shall select only those individuals capable of demonstrating the following:

- Ability to exercise good judgement.

- Maturity in conduct and attitude.

- Ability to communicate in English both verbally and in writing and read simple instructions.

- x. The following are the minimum physical requirements:

- Able to hear at a normal conversational level.

- Able to serve a normal shift walking, riding, standing, manning posts, using stairs or elevators, and operating motor vehicles if required.

- Correctable vision to 20/20 in each eye.

- xi. Each security officer shall comply with HRS, regarding Guards; registration, instruction, training, testing, and required continuing education; renewal of registration and shall meet the following requirements:

- Be not less than 18 years of age.

- Possess a high school education or equivalent.

- Not presently suffering from any psychiatric or psychological disorder directly related and detrimental to a person's performance in the profession.

- Not convicted in any jurisdiction of a crime reflecting unfavorably on the fitness of the individual to perform services as a guard, unless the conviction was nulled or expunged by court order.

- Successfully complete eight (8) hours classroom instruction before the first day of services and four (4) hours of classroom instruction annually. Classroom instruction must be provided by an instructor who is approved by the board.

- xii. Smoking of tobacco, electronic smoking devices, or any other plant material is strictly prohibited on HPHA properties. Such violation may be considered a breach of the resulting Contract and result in suspension or termination of the Contract.

- k. Administrative (Pg. 36)

- i. The Successful Bidder shall be required to attend quarterly meetings or upon request by the Officer-in-Charge and/or Contract Administrator.

- ii. Every four (4) weeks, the Officer-in-Charge and/or Contractor Administrator shall submit a report to the Successful Bidder listing any discrepancies or Contract violation(s) requiring correction. The Successful Bidder shall notify the Officer-in-Charge within five (5) calendar days of the action(s) to be taken to correct the deficiencies.

I. Payment (Pg. 37)

- i. The Successful Bidder shall submit on a monthly basis one (1) original itemized invoice for services rendered to the HPHA. All invoices shall reference the Contract number assigned to the Contract.
- ii. The Successful Bidder shall submit monthly itemized invoices for payment, listing service dates, security officer names, and man-hours of security services rendered for the previous month.
- iii. Separate invoices shall be submitted for special events, admin/judicial hearings and emergency services and may be paid through other means such as State purchase orders.
- iv. Invoice for the month of June shall be submitted to the HPHA by the 20th of June for work performed for the period from June 1st to June 15th for payment processing in order to comply with the HPHA's fiscal year-end close out processes. For work performed for the period from June 15th to June 30th, the invoice shall be submitted to the HPHA not later than July 15th for payment processing.
- v. For final payment, the Successful Bidder must submit a valid tax clearance certificate and a "Certification of Compliance for Final Payment" Form SPO-22 available on the SPO website listed on page 39.

G. Contract Monitoring & Remedies (Pg. 39)

1. Ongoing monitoring performed by the respective Officer-In-Charge and the Contract Administrator.
2. If the Successful Bidder fails, refuses, or neglects to perform the services in accordance with the IFB requirements, the HPHA reserves the right to purchase in the open market, a corresponding quantity of services, and deduct from the Successful Bidder the costs from any monies due or that may thereafter become due to the Successful Bidder.
3. Liquidated damages is fixed at the sum of \$50 for each apper calendar day that the Successful Bidder fails to perform in whole or in part any of its obligations under the resulting Contract in accordance with the terms of the General Conditions. See Attachment 9.

4. Damages caused by the Successful Bidder's equipment or employees to existing utilities and structures, such as water lines, electric conduits, sewer lines, and buildings shall be repaired by the Successful Bidder.

IV. Section 3 – Bid Offer Form and Instructions (Pg. 41)

- A. Bid offers shall be submitted using the Bid Offer Form prescribed in the IFB, see Attachment 2; re-created forms or other forms may be rejected and deemed non-responsive.
- B. Bidders shall complete the Seal Bid Offer Form in its entirety. A written response is required for each item unless indicated otherwise.
- C. No supplemental literature, brochures or other unsolicited information should be included in the bid packet.

See Attachment 20 – Bid Submittal Checklist.

V. Section 4 – Bid Evaluation and Award (Pg. 44)

- A. Bid offers received by the due date and time will be reviewed.
- B. An award shall be made to the responsive and responsible bidder submitting the lowest Grand Total Bid Price on the Bid Offer Form. The Grand Total Bid Price is the sum of the 19-month Total Bid Prices for all properties to include lobby guard, special events, and administrative and/or judicial hearing hours as solicited.
- C. To be considered a responsive bid and eligible for an award, the bidder shall submit a bid price for all line items listed, complete the Bid Offer Form in its entirety and conform to all requirements of the IFB.
- D. In the event there are no responsive and responsible bid offers, the HPHA may use an alternative procurement method and may re-solicit for the services.

VI. Section 5 – Attachments (Pg. 45)

Please be sure to review all contents and attachments in the IFB. By submitting a bid offer, bidders warrant and represent that they have read and are familiar with the contractual and services requirements in the IFB.

VII. Closing/Questions

Reminders:

- Written questions due today, 8/28/2020
- Bid offers due by 10am on Tuesday, 9/8/2020