

DAVID Y. IGE
GOVERNOR



HAKIM OUANSAFI
EXECUTIVE DIRECTOR

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

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT
IN REPLY PLEASE REFER TO:
20:CPO/358

September 4, 2020

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Invitation for Bids No. PMB-2020-37, Addendum No. 2
Furnish Refuse Collection Services for the Ka Hale Kamehaikana
Community Resource Center on Oahu

This Addendum No. 2 is to: 1) amend the IFB; 2) issue minutes to the Pre-Proposal Tele-conference conducted on Wednesday, September 2, 2020; 3) provide additional information; and 4) provide responses to questions received up until September 2, 2020.

Part I – Amendments to the IFB:

1. Attachment 2a – Bid Offer Form (Rev 9/4/2020) shall **replace** Attachment 2 – Bid Offer Form in its entirety to reflect the revised number of containers from three (3) to two (2).
2. **Delete** subsection II.A.9, pages 17 – 18, as follows:

~~9. Section 3 of the U.S. Housing Act of 1968~~

~~a. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.~~

- ~~b. The parties to this contract agree to comply with HUD regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this Contract, the parties to this~~

~~Contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.~~

- ~~e. The Successful Bidder agrees to send to each labor organization or representative of workers with which the Successful Bidder has a collective bargaining agreement or any other understanding, a notice advising the labor organization or workers' representative of the Successful Bidder's commitments under this section 3 clause. It will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.~~

- ~~d. The Successful Bidder agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The Successful Bidder will not subcontract with any subcontractor where the Successful Bidder has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.~~

- ~~e. The Successful Bidder will certify that any vacant employment positions, including training positions, that are filled (1) after the Successful Bidder is selected but before the Contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Successful Bidder's obligations under 24 CFR part 135.~~

~~f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.~~

3. **Amend** subsection II.C., page 20 as follows:

Single Multiple Single & Multiple

4. **Delete** subsection III.A.1.b., page 26 as follows:

~~b. The Successful Bidder shall clean the refuse container areas to keep the areas free of debris and rubbish. The areas shall be left in a clean and sanitary condition with empty refuse containers replaced at the designated stations as applicable and in a condition which will be safe and accessible to the users. Additional bags of trash located adjacent to the containers shall be removed and disposed of whenever additional trash is present.~~

5. **Amend** subsection I.Bid Offer Form, page 37 – 38 as follows:

Bidders are reminded to submit the following certifications and documentations along with the Bid Offer Form:

~~A. Department of Labor and Industrial Relations, Certificate of Compliance with section 3-122-112, HAR, Form LIR#27;~~

~~B. Department of Commerce and Consumer Affairs, Certificate of Good Standing;~~

~~C. Hawaii State Tax Clearance Certificate;~~

~~D. Federal Tax Clearance Certificate;~~

~~E. A. Wage Certificate;~~

~~F. B. Corporate Resolution evidencing who is authorized to sign bid and contractual documents on behalf of the bidder;~~

~~In lieu of providing separate certificates for items A, B, C, and D above, bidders may register via Hawaii Compliance Express (HCE), an online application at <http://venders.ehawaii.gov/hce/> and submit the HCE Certificate of Vendor Compliance instead.~~

6. **Delete** subsection II.HUD Forms, page 38 as follows:

II. ~~HUD Forms~~

A. ~~Instructions to Offerors Non-Construction, Form HUD 5369-B~~

~~The Form HUD 5369-B is provided for bidder's information and reference. Form HUD 5369-B is attached and can also be found at www.hudclips.org. See Attachment 11.~~

B. ~~Certification and Representations of Offerors, Form HUD 5369-C~~

~~The Form HUD 5369-C must be completed and submitted to the HPHA with the Bid Offer Form by the required due date and time, and in the form prescribed by the State Contracting Office. The certification must be signed and dated by an authorized representative. Form HUD 5369-C is attached and can also be found at www.hudclips.org. See Attachment 12.~~

7. **Delete** Attachment 10.General Conditions, Federal Form HUD 5370-C.
8. **Delete** Attachment 11.Instructions to Offerors, form HUD-5369-B.
9. **Delete** Attachment 12.Certification and Representations of Offerors, Form HUD-5369-C

Part II – Additional Information

1. Refuse collection services are currently being provided with the current contract to end on October 31, 2020. The specifications include two 3-cubic yard bins with pick up three times a week (Monday/Wednesday/Friday).
- 2.

Part III – Written Questions and Responses:

1. Could let me know where the 3 x 3cy bins are on property?

Response:

One trash enclosure is located at the ewa end of the building; one trash enclosure is located at the diamond head end of the building.

If you have any questions, please call contact Rick Sogawa, IFP Coordinator at (808) 832-6038. Thank you for your attention to this matter.



IFB PMB-2020-37
SEALED BID OFFER

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

IFB Coordinator:

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 Bidder (Company Name)

Fax No.: _____

Payment address, if other than street
address at right:

Authorized Signature (Original)

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

Title of Authorized Signer

Social Security or Federal I.D. No.:

Business Address

City, State, Zip Code

Bidder is: Individual Partnership Corporation Joint Venture

State of Incorporation: Hawaii * Other _____

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

1. Provide the history of the bidder’s experience in the provision of refuse collection 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 address of companies or government agencies in which the bidder has provided or is currently providing refuse collection services as mentioned in Question 1 above along with the dates of services.

Company or Agency	Contact Person	Telephone No.	Dates of Service

3. Insurance coverage to be provided by:

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

IFB PMB 2020-37
Bid Offer Form

Ka Hale O Kamehaikana Community Resource Center

Bidder: _____

INITIAL 9-MONTH PERIOD:

Properties	# of Containers	Container Size	Service Schedule / Number of Days							Total No. of Pickup Days	Total No. of Containers (A)	Bid Price Pickup Per Container ¹			Total Bid Price ¹ (10/1/2020-6/30/2021) (E) = (A x D)
			MON	TUE	WED	THU	FRI	SAT	Pickup Fee (B)			Disposal Fee (C)	Unit Bid Price (D) = (B+C)		
1010 Ka Hale O Kamehaikana Community Resource Center	2	3 c.y.	39	39	39	39	39	39	39	117	234				
+												=			

EXTRA YARDAGE CHARGE: _____

SUBTOTAL²: _____

OPTION YEAR 1:

Properties	# of Containers	Container Size	Service Schedule / Number of Days							Total No. of Pickup Days	Total No. of Containers (A)	Bid Price Pickup Per Container ¹			Total Bid Price ¹ (7/1/2021 - 6/30/2022) (E) = (A x D)
			MON	TUE	WED	THU	FRI	SAT	Pickup Fee (B)			Disposal Fee (C)	Unit Bid Price (D) = (B+C)		
1010 Ka Hale O Kamehaikana Community Resource Center	2	3 c.y.	52	52	52	53	52	52	52	156	312				
+												=			

EXTRA YARDAGE CHARGE: _____

SUBTOTAL²: _____

IFB PMB 2020-37
Bid Offer Form

Ka Hale O Kamehaikana Community Resource Center

Bidder: _____
OPTION YEAR 2:

Properties	# of Containers	Container Size	Service Schedule / Number of Days							Total No. of Containers (A)	Bid Price Pickup Per Container ¹			Total Bid Price ¹
			MON	TUE	WED	THU	FRI	SAT	Pickup Fee (B)		Disposal Fee (C)	Unit Bid Price (D) = (B+C)		
1010 Ka Hale O Kamehaikana Community Resource Center	2	3 c.y.	52	52	52	52	53	52		314				(7/1/2022 - 6/30/2023) (E) = (A x D)

EXTRA YARDAGE CHARGE: _____

SUBTOTAL²: _____

GRAND TOTAL³: _____

¹Unit Bid Price Per Pickup Per Container or Unit Bid Price, shall be the all inclusive unit cost to the HPHA (i.e. labor, equipment, all applicable taxes.)

²SUBTOTAL is the sum of the Total Bid Prices for all the properties within the contract period.

³Grand TOTAL is the sum of the Subtotals for the Initial 9-Month Period, Option Year 1 and Option Year 2.

IFB PMB-2020-37

Bid Offer Form

Summary

Bidder: _____

Property	Grand Total
Ka Hale O Kamehaikana Community Resource Center	

The Grand Total amounts listed above should be the same as the corresponding Grand Total amounts in the subsequent pages of the Bid Offer Form. Should there be a discrepancy between the amounts, the HPHA shall verify the Grand Total amount calculated based on unit bid price submitted and use the most accurate Grand Total amount as the Bid Offer.

Bidders are strongly encouraged to double check Bid Offer Form calculations for accuracy.

Pre-Bid Tele-Conference Minutes
IFB PMB-2020-37

Furnish Refuse Collection Services for the Hale Kamehaikana Community Resource Center on Oahu

September 2, 2020
9:00 am

I. Welcome

A. Introduction

1. Rick Sogawa – Procurement Officer/IFB Coordinator
Ph: 832-6038
Email: rick.t.sogawa@hawaii.gov
2. Clint Crawford – Officer-in-Charge (not present)
Ph: 832-6016
3. Gary Nakatsu – Contract Administrator (not present)
Ph: 832-4674

- 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

- **Site Inspection Period: 9/2/2020 – 9/9/2020**
 - Contact the IFB Coordinator to arrange for a site visit.
- **Written Questions Due: Today, 9/2/2020**
- **Sealed Bid Offers Due: 10:00am, Thursday, 9/10/2020**
 - Sealed bids must be hand delivered to, or mail to and received by the HPHA Central Files Office located at 1002 North School Street, Building D, Honolulu, Hawaii 96817
- **Public Bid Opening: 10:15am, Thursday, 9/10/2020**
- **Notice of Award: September 2020**
- **Contract Execution: September 2020**
- **Contract Start Date: October 1, 2020**

- B. Wage and Labor Law Compliance in accordance with section 103-55, Hawaii Revised Statutes (Pg. 5).

See Attachment 3 – Wage Certificate.

C. Rejection of Bids

- The HPHA reserves the right to consider as acceptable only those bids submitted in accordance with all requirements set forth in this IFB and demonstrate an understanding of the service specifications. All bids offering terms and conditions contradictory to those included in this IFB may be rejected without further notice.

D. Protests

- A protest shall be submitted in writing within five (5) business days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest of an award or proposed award shall be submitted within five (5) business days after the posting of award of the Contract.

III. Section 2 – Specifications

- A. Area of Service (Pg. 12): Ka Hale O Community Resource Center, 1485 Linapuni St., Honolulu, HI 96819

B. Qualifying Requirements

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.
2. Insurance requirement
 - 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. Insurance coverages shall be kept in effect during the entire term of the contract.

3. Business Office

- The Successful Bidder shall have a permanent office where he/she conducts business and where he/she will be accessible in person or via telephone during normal Hawaii State government business hours from 7:45 a.m. to 4:30 p.m. HST to address requests that require immediate attention. See Attachment 14 for 2020 and 2021 Hawaii State Government Observed Holidays.

4. Section 3 of the U.S. Housing Act of 1968

- Not applicable; will issue addendum to delete

C. Type of Contract (Pg. 19)

1. Formal written contract based on competitive sealed bids for goods and services; see Sample Contract in Attachments 3 – 8

D. Single contract to be awarded (will issue addendum to correct the IFB); initial term will be up to 12 months with up to 24 months of options to extend; each extension period shall not exceed 12 months and shall be exercised at the sole discretion of the HPHA.

E. Bid price, see Attachment 4 – Bid Offer Form.

1. Unit bid price is the all-inclusive unit cost per pickup per container, inclusive of labor, equipment, taxes and other expenses incurred to provide the refuse collection services.
2. Bid price should also account for benefits required by law that are automatically increased as a result of increased wages, such as federal old age benefits, workers comp, temporary disability insurance, unemployment insurance, prepaid health insurance.

3. Contract price adjustment

1. Due to Increase in State Wages
2. Due to landfill/disposal fee
3. Recycling fund surcharge
4. Solid waste management surcharge

F. Scope of Work

- Bidders shall be responsible for the scope of work contained in pages 26- 30.

G. Management Requirements & Qualifications

1. Adhere to no-smoking law while on HPHA property, this includes smoking of tobacco, electronic smoking devices, or any other plant materials. Violation may be considered a breach of contract and violation of State law.
2. Every 4 weeks, the Officer-In-Charges and/or Contract Administrator will submit a report to the Successful Bidder listing any discrepancies or contract violations requiring correction.

Discrepancies or contract violation(s) shall be implemented within 5 business days to avoid delays in payment issuance or for payment adjustment purposes.

Payment:

1. The HPHA shall have 30 calendar days after receipt of a proper invoice and satisfactory delivery of goods/services to make the payment. Upon receipt of the invoice, the HPHA shall date stamp the invoice, and use this receipt date to calculate the 30-day payment period.
2. Charges for extra pickups/collection services not specified on the Service Schedule and not added to the Contract by a Supplemental Contract, including extra yardage, extra containers, and unscheduled/emergency services, shall be submitted on a separate invoice and will be paid through other means such as a State PO.
3. Invoice for the month of June shall be submitted to the HPHA by the 20th of June for work performed for the period ending June 15th. For work performed for the period from June 16th to June 30th, invoice shall be submitted to the HPHA not later than July 15th for payment processing to meet the HPHA's year-end close processes.

H. Contract Monitoring & Remedies

1. Liquidated damages is fixed at \$50 for each calendar day that the Successful Bidder fails to perform in whole or in part any of its obligations under the Contract.
2. 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

A. General Instructions

1. Bid offers shall be submitted in the form prescribed in the IFB; re-created forms or other forms may be rejected and deemed non-responsive.
2. Bidders shall complete the Sealed Bid Offer Form.

See Attachment 17 – Bid Submittal Checklist.

Section 4 – Bid Evaluation and Award

- B. Each bid offer will be reviewed.
- C. Award shall be made for each group to the responsible and responsive bidder submitting the lowest Grand Total Bid Price. The Grand Total Bid Price is the sum of the Total Bid Prices submitted for the Initial Contract Period, Option Years 1 and 2.

1. Responsible bid: bid offer determined to be in exact conformity of the requirements of the IFB.
2. Responsive bid: information provided with the bid offer that results in a determination that the bidder has the technical and financial capacity to deliver the goods/services.

V. Section 5 – Attachments

- | | |
|---|--------------------------|
| 1. Wage Certificate | Due September 10, 2020 |
| 2. Bid Offer Form | Due September 10, 2020 |
| 3. Sample Contract Based on Competitive Sealed Bids for Goods and Services | For Bidder’s Information |
| 4. Sample Contract – Attachment S1, Scope of Services | For Bidder’s Information |
| 5. Sample Contract – Attachment S2, Compensation and Payment Schedule | For Bidder’s Information |
| 6. Sample Contract – Attachment S3, Time of Performance | For Bidder’s Information |
| 7. Sample Contract – Attachment S4, Certificate of Exemption from Civil Service | For Bidder’s Information |
| 8. Sample Contract – Attachment S5, Special Conditions | For Bidder’s Information |
| 9. State General Conditions, AG-008 103D General Conditions | For Bidder’s Information |
| 10. Class Specifications / Minimum Qualifications / Salary Schedule | For Bidder’s Information |
| 11. 2020 and 2021 Hawaii State Government Observed Holidays | For Bidder’s Information |
| 12. Bid Submittal Checklist | For Bidder’s Information |

VI. Closing/Questions

Reminders:

- Written questions due today, 9/2/2020.
- Bids due by 10am on Thurs, 9/10/2020.