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IN REPLY PLEASE REFER TO:
22:CPO/129

May 3, 2022

TO: Interested Offerors

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Invitation for Bids No. PMB-2022-08, Addendum No. 1
Provision of Refrigerators to State and Federal Low Income Public
Housing Properties Statewide

This Addendum No. 1 is to: 1) to announce that a Pre-Bid Teleconference was not conducted on April 27, 2022 due to lack of participant registration; 2) publish responses for written questions received up until April 29, 2022; and 3) amend the IFB as follows:

Part I – Written Questions and Responses:

Question 1. Section 2 SPECIFICATIONS

2. Product Literature Certifications

(C) The successful bidder shall furnish a Descriptive Parts Book and Service Manual for each refrigerator model upon the HPHA's request. The number of copies shall be determined by the HPHA for use at the properties and other HPHA personnel as appropriate.

We would not be able to furnish a descriptive parts book or service manual. However, we would be able to send via an email of a parts diagram for each refrigerator. As for the service manual, the manufacturers do not provide any service manuals. Would this be acceptable?

Response: Yes, that would be acceptable. See Part II - Amendments to the IFB below.

Question 2. Technical Specifications for the 15 cubic ft., 18 cubic ft. and 21 cubic ft. refrigerators

1. General Description: All Refrigerators 18 cubic ft. and 21 cubic ft. refrigerators must have at least three (3) shelves in the main compartments.

Majority of the manufacturer's refrigerators in the 18 and 21 cubic ft. top freezer / bottom refrigerator categories only have (2) glass or (2) wire shelves in the main compartment. However, the manufacturers consider the top cover of the crisper drawers as an additional shelf totaling (3) shelves. Will this be acceptable?

Response: Yes, that would be acceptable.

Question 3. Technical Specifications for the 15 cubic ft., 18 cubic ft. and 21 cubic ft. refrigerators

4. (K) Interior light switch shall be automatically operated by opening the door.

Majority of the manufacturer's refrigerators in the 15, 18 and 21 cubic ft. top freezer / bottom refrigerator categories only the refrigerator light will appear when the door is opened. The freezer section has no light. Will this be acceptable?

Response: Yes, that would be acceptable.

Question 4. Technical Specifications for the 18 cubic ft. ADA refrigerator

1. General Description: ADA compliant refrigerator must have at least three (3) shelves in the main compartments.

Majority of the manufacturer's refrigerators in the 18 cubic ft. ADA top freezer / bottom refrigerator only have (2) glass or (2) wire shelves in the main compartment. However, the manufacturers consider the top cover of the crisper drawers as an additional shelf totaling (3) shelves. Will this be acceptable?

Response: Yes, that would be acceptable.

Question 5. Technical Specifications for the 18 cubic ft. ADA refrigerator ft. refrigerators

4. (M) Interior light switch shall be automatically operated by opening the door.

Majority of the manufacturer's refrigerators in the 18 Cubic ft. ADA top freezer / bottom refrigerator categories only the refrigerator light will appear when the door is opened. The freezer section has no light. Will this be acceptable?

Response: Yes, that would be acceptable.

Part II – Amendments to the IFB:

1. The designated Contract Administrator under Subsection III. Contracting Office on Page 2 under Section 1 of the IFB is hereby amended to read as follows:

“The designated Contract administrator is as follows:

~~Mr. Allen Takemura~~-Ms. Marisa Chai
Property Management and Maintenance Services Branch
Hawaii Public Housing Authority
1002 North School Street, Bldg. E
Telephone: ~~(808) 832-4674~~ (808) 832-4686.”

2. The last subparagraph under paragraph XX. Protest on Page 11 of the IFB shall be deleted in its entirety and replaced with the following:

“Any notice to award, if any, resulting from this solicitation shall be posted on Hawaii Awards & Notices Data System on the State Procurement Office website: <https://hands.ehawaii.gov/hands/awards>.”

3. Paragraph H. Price Adjustment by the State under Subsection II. General Requirements on Page 25 under Section II is hereby added to read as follows:

“H. Price Adjustment by the State

The total Contract price is based on the solicited Groups by Geographical Locations provided in Attachment 3 and the Grand Total Bid Price of the 15 cu. ft., 18 cu. ft., 18 cu. ft, ADA and 21 cu. ft. refrigerators. The HPHA reserves the right to add or remove Geographical Locations and or/refrigerator models due to circumstances that cannot be predicted at the time of this solicitation. Such changes shall be made upon written notice by the HPHA and require execution of a supplemental contract.

4. Subparagraph 1.a. Personnel on Page 25 of the IFB shall be deleted in its entirety and replaced with the following:

“a. The Successful Bidder shall designate a local point of contact in the State of Hawaii under the Resulting Contract. The local point of contact shall be an employee or an agent of the Successful Bidder and accessible in person or via telephone during normal Hawaii State government business hours to address all administrative and operational aspects of the awarded Contract. Such administrative and operational aspects may include, without limitation receiving/accepting order forms, ensuring timely delivery of orders, resolving billing discrepancies, and any other requests that require immediate attention.

Vacancy in the local point of contact position exceeding a three (3) month period may be cause for termination of the resulting Contract unless there are circumstances beyond the control of the Successful Bidder and are acceptable to the HPHA.”

5. Subparagraph b. under paragraph 3. Payment on Page 28 of the IFB shall be deleted in its entirety and replaced with the following:

“b. The Successful Bidder shall submit one (1) original itemized invoice for goods and services rendered on a monthly basis by Asset Management Project (AMP)/ Management Unit (MU) to:

Hawaii Public Housing Authority
Property Management and Maintenance Services Branch
1002 North School Street
P.O. Box 17907
Honolulu, Hawaii 96817

The specific AMP/MU number will be provided on the Order Form along with the specific property/delivery location. See Attachment 3.”

6. Subparagraph e. under paragraph 3. Payment on Page 28 of the IFB shall be deleted in its entirety and replaced with the following:

“e. Payment shall be made based on actual units of refrigerators delivered/installed and actual units of services rendered for change to left hand door and/or removal & disposal of the replaced units. The Successful Bidder shall submit monthly invoices for payment by Asset Management Unit/ Management Unit for payment, listing the specific types of refrigerators, quantities, service locations, and dates of delivery for the previous month. The Successful Bidder shall clearly indicted any adjustments made to the billing statement for work not performed, including without limitation

liquidated damages for failure to deliver the appliances within the required timeline.”

7. Subparagraph c. under Subsection 2. Product Literature Certifications on Page 29 of the IFB shall be deleted in its entirety and replaced with the following:

“c. The Successful Bidder shall furnish a Descriptive Parts Book or Parts Diagram, and/or Service Manual for each refrigerator model upon the HPHA’s request, which may be in the form of a hard copy or downloadable PDF. The number of copies shall be determined by the HPHA for use at the properties and other HPHA personnel as appropriate.”

8. Paragraph 7. under Subsection B. Minimum and/or Mandatory Requirements on Page 33 of the IFB shall be amended as follows:

“Technical Specifications. The technical specifications for the refrigerators are provided as follows:

~~Group A:~~ 15 cu. ft., 18 cu. ft., and 21 cu. ft. Refrigerators
~~Group B:~~ 18 cu. ft. ADA Compliant Refrigerators”

9. Bid Submittal Checklist – Attachment 16b shall replace Attachment 16 in its entirety. See attached Bid Submittal Checklist (Attachment 16b)
10. Statement of Bidder’s Experience – Attachment 17b shall replace Attachment 17 in its entirety. See attached Statement of Bidder’s Experience (Attachment 17b)
11. All other terms and conditions of the IFB, shall remain in full force and effect.

Please contact Ms. Tiana Kobashigawa, IFB Coordinator, (808) 832-6086 should you have any questions. Thank you.

BID SUBMITTAL CHECKLIST

IFB PMB-2022-08

PROVISION OF REFRIGERATORS TO STATE AND FEDERAL LOW INCOME PUBLIC HOUSING PROPERTIES STATEWIDE

The following checklist is provided as a reference for bid submittal. The Bidder shall be responsible for complying with all aspects of bid submission requirements. The HPHA shall not be responsible for other pertinent IFB information not listed below:

- 1. Wage Certificate
- 2. Bid Offer Form (original signature required)
- 4. Corporate Resolution indicating authorized signer for bid and contractual documents
- 5. Certification and Representations of Offerors, Form HUD 5369-C
- 6. Catalog Cuts, Owners Manuals, Factory Literature, UL Listing, and UL Label for the appliances offered.
- 7. Statement of Bidder's Experience
- 8. Submit bid offer in a sealed envelope identified with IFB No. PMB-2022-08, bidder's legal name, business address, phone number, and address it to the attention of the IFB Coordinator.

Statement of Bidder's Experience

All questions 1 through 12 must be answered and the data given must be clear and comprehensive. If necessary, add separate sheets for items marked (*).

1. Name of bidder.
2. Permanent main office address.
3. When organized.
4. Where incorporated.
5. How many years have you been engaged in the contracting business under your present firm name?
6. *Contracts on hand: (Schedule these, showing gross amount of each contract and the approximate anticipated dates of completion.)
7. Number of Employees and each Employee's work experience.
8. *General character of work performed by your company.
9. *Have you ever failed to complete any work awarded to you? If so, where, and why?
10. *Have you ever defaulted on a contract?
11. *List the more important projects recently completed by your company, stating approximate cost for each, and the month and year completed.
12. *Experience in the provision of refrigerator appliances or work similar in importance to this project.

(Bidder may submit additional pages/information if desired.)