

## MANDATORY BID FORM

Bidders **must** download The Mandatory Bid Form in its entirety (open, save, or print documents(s) on their own computer system), enter pricing where indicated, complete any other required information, sign all appropriate forms, and attach (upload) the completed Mandatory Bid Form to their HlePRO online bid submission.

### **BID CHECKLIST**

THE FOLLOWING ITEMS IN THIS TABLE MUST BE ADDRESSED AND THE COMPLETED BID CHECKLIST SHALL BE UPLOADED WITH THE BIDDERS HIEPRO SUBMISSION.

REQUIREMENT DESCRIPTION	ACTION REQUIRED	COMPLETE
Notice to Bidders	Read and understood	
Bid Requirements	Read and understood	
Technical Specifications	Read and understood	
Special Provisions	Read and understood	
Bid Checklist	Complete and attach to HlePRO	
Bid Price List	Complete, sign, and attach to HlePRO*	
Wage Certification	Complete, sign, and attach to HlePRO	
References	Complete, sign, and attach to HlePRO	
Bid Signature Page	Complete, sign, and attach to HlePRO	
Business Classification Statement	Complete, sign, and attach to HlePRO	

\* The University is not responsible for any errors in bid calculations or extensions not attributed to a system error.

**BID PRICE LIST**

Bidders must bid on all items in order to be considered for award.

<b>Item #</b>	<b>Location</b>	<b># of Elevators</b>	<b>Manufacturer</b>	<b>TOTAL Monthly Price</b>	<b>Annual Subtotal</b>
1	'Iliahi	1	Westinghouse	\$ x 12 = \$	
2	'Ilima	1	Westinghouse	\$ x 12 = \$	
3	Kalia	1	Dover	\$ x 12 = \$	
4	Kauila	1	Dover	\$ x 12 = \$	
5	Koa	1	Westinghouse	\$ x 12 = \$	
6	Kokio	1	Dover	\$ x 12 = \$	
7	Kopiko	1	Schindler	\$ x 12 = \$	
8	Lama	2	Westinghouse	\$ x 12 = \$	
9	Naio	1	Westinghouse	\$ x 12 = \$	
10	Ohelo	3	Westinghouse	\$ x 12 = \$	
11	Ohia	3	Westinghouse	\$ x 12 = \$	
12	Olona	1	Dover	\$ x 12 = \$	
13	Olapa	1	Otis	\$ x 12 = \$	
TOTAL AMOUNT, ITEMS 1 – 13 =					*\$

- **THE PROPOSED PRICES FOR ALL ITEMS SHALL INCLUDE ALL LABOR, OVERHEAD, FEES (IF ANY) AND ALL APPLICABLE TAXES.**
- **THE TOTAL AGGERATE BID PRICE ABOVE SHALL BE ENTERED INTO HIEPRO**
- **\*THE TOTAL AGGERATE BID PRICE ENTERED INTO HIEPRO MUST BE IDENTICAL TO THE NUMBER SHOWN ABOVE.**

ESCALATION CLAUSE

The Contractor warrants that the prices set forth in this contract do not include any allowance for increased costs for which adjustments are provided under this clause. The contract price shall remain firm for ONE (1) year. The contract price may be adjusted as of the month of the anniversary of the commencement of the service.

Each such adjustment shall be made as follows:

- a. TWENTY PERCENT (20%) of the contract price may be adjusted up or down by the percentage of increase or decrease shown by the index of Wholesale Commodity Prices for Metals and Metal Products published by the U. S. Department of Labor, Bureau of Statistics, for the month of the anniversary of the commencement of the service as compared with the index used for

*this contract bid price which was \$ \_\_\_\_\_ (TOTAL AMOUNT, ITEMS 1 – 13)  
(fill in)*

- b. EIGHTY PERCENT (80%) of the contract price shall be adjusted up or down by the percentage of increase or decrease in the straight time hourly labor cost for the month of the anniversary of the commencement of the service as compared with such straight time hourly labor cost in effect for this contract.

***As used in this provision, the phrase "straight time hourly labor cost" means the sum of the straight time hourly labor rate and the average hourly cost of fringe benefits paid to elevator examiners in the locality where the equipment is to be maintained.***

***The words "fringe benefits" means employee benefits granted in lieu of, or in addition to, hourly rate increases and include, but are not limited to, pensions, vacations, paid holidays, group life, sickness and accident and hospitalization insurance. The straight time hourly labor cost applicable to***

*this contract is \$ \_\_\_\_\_ (TOTAL AMOUNT, ITEMS 1 – 13) of which  
(fill in)*

*\$ \_\_\_\_\_ constitutes the cost of fringe benefits.  
(fill in)*

The University may affect the adjustment through a change order upon its own initiative in the case of a decrease, or upon receipt of a written request for adjustment from the Contractor in the case of a decrease or increase. Any proposed adjustment shall be fully documented, and the determination of the adequacy and acceptability of the documentation shall be solely within the discretion of the University, which discretion shall not be arbitrarily or unreasonably exercised. The University and the Contractor shall be bound by such determination, and any price adjustment shall be firm and binding upon University and the Contractor for a period of at least ONE (1) year

**REPAIR WORK and “BILLABLE” CALL BACKS** (for information only)

In the event that repair work (including emergency repair work beyond the scope of maintenance work) is requested under this contract, costs shall be:

<b><u>Position</u></b>	<b><u>Rate per Hour (inclusive of all taxes, overhead, and fees)</u></b>		
	<b>Straight Time</b>	<b>Regular Overtime</b>	<b>Double Time</b>
<b>Journeyman</b>	\$ /hr	\$ /hr	\$ /hr
<b>Apprentice</b>	\$ /hr	\$ /hr	\$ /hr

Pricing proposals for billable repair work and “billable call backs” shall include, when applicable, line items for labor costs, transportation costs, per diem, etc. and all applicable taxes (Honolulu, HI GET = 4.712%).

**(for information only)**

**WAGE CERTIFICATE**

Description of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(To be filled in by prospective bidder)

Pursuant to Section 103-55, HRS, I hereby certify that if awarded the contract in excess of \$25,000, the services to be performed will be performed under the following conditions:

1. The services to be rendered shall be performed by employees paid at wages or salaries not less than wages paid to the public officers and employees for similar work, if similar positions are listed in the classification plan of the public sector.

2. All applicable laws of the Federal and State governments relating to worker's compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wages required by Section 103 55, HRS.

Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**REFERENCES**

The names of companies, contact persons, and addresses of THREE (3) agencies for whom undersigned currently provides Refuse and Recycling Collection services are as follows:

	<u>Company</u>	<u>Contact Person</u>	<u>Address &amp; Telephone No.</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

The University reserves the right to reject the bid submitted by any bidder whose performance on other jobs has been unsatisfactory.

**REMITTANCE ADDRESS**

In the event that the undersigned is awarded this contract and its remittance address differs from the address shown above, please indicate remittance address below:

\_\_\_\_\_  
Street Address or P. O. Box

\_\_\_\_\_  
City State Zip Code

**(IF BY INDIVIDUAL)**

NAME (Signature) TYPED NAME

D.B.A.

FEDERAL TAXPAYER IDENTIFICATION NUMBER

ADDRESS

CITY STATE ZIP CODE

EMAIL ADDRESS

TELEPHONE NUMBER FAX NUMBER

**(IF BY PARTNERSHIP)**

OFFICIAL/LEGAL NAME OF FIRM

FEDERAL TAXPAYER IDENTIFICATION NUMBER

NAME (Signature) TYPED NAME

PARTNER

EMAIL ADDRESS

ADDRESS

CITY STATE ZIP CODE

TELEPHONE NUMBER FAX NUMBER

**(IF BY CORPORATION)**

OFFICIAL/LEGAL NAME OF COMPANY

FEDERAL TAXPAYER IDENTIFICATION NUMBER

\*OFFICER (Signature) TYPED NAME

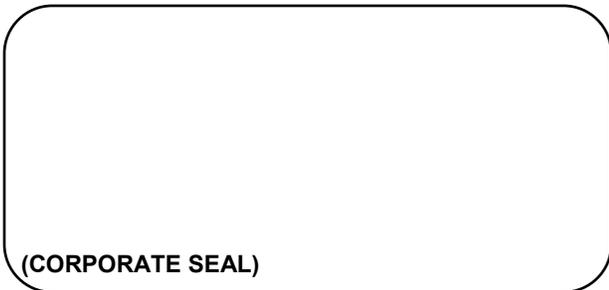
EMAIL ADDRESS

TITLE

ADDRESS OF COMPANY

CITY STATE ZIP CODE

TELEPHONE NUMBER FAX NUMBER



**IF LICENSED OR INCORPORATED TO DO BUSINESS WITHIN THE STATE OF HAWAII AND SUBJECT TO THE PROVISIONS OF THE HAWAII GENERAL EXCISE TAX LAWS, INDICATE GENERAL EXCISE TAX LICENSE NUMBER**

*\*For Corporations include evidence of the authority of this officer to submit a bid on behalf of the corporation, giving also, the address and names and addresses of the other officers.*

**NOTE:** FILL IN ALL BLANK SPACES WITH INFORMATION ASKED FOR OR BID MAY BE INVALIDATED.

**BUSINESS CLASSIFICATION CERTIFICATION STATEMENT**

**Vendors:** Please complete the following information below. If you answer "No" to question No. 1, complete the certification portion and submit together with your bid document or quote.

(Terms used are taken from the Small Business Administration Rules and Regulations and the Federal Acquisition Regulation [FAR].) (Reference Section A on the reverse side of this form for Category Descriptions.)

This is to certify that the company identified below:

1. \_\_\_\_\_ IS a **small business** as defined in the Small Business Administration regulations.  
(see reverse for size standards).  
  
\_\_\_\_\_ **IS NOT** a small business as defined in the regulations.  
**(If you checked here, STOP, GO TO CERTIFICATION BELOW.)**
2. \_\_\_\_\_ IS a **small disadvantaged business concern** and is identified, on the date of its representation, as a certified small disadvantaged business in the database maintained by the Small Business Administration (PRO-NET).
3. \_\_\_\_\_ IS a **women-owned small business concern** of which at least 51% is owned, controlled, and managed by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women.
4. \_\_\_\_\_ IS a **HUBZone small business concern** that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration.
5. \_\_\_\_\_ IS a **veteran-owned small business concern** of which not less than 51 percent is owned, controlled and managed by one or more veterans; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more veterans.
6. \_\_\_\_\_ IS a **service-disabled veteran-owned small business concern** of which not less than 51 percent is owned, controlled and managed by one or more service-disabled veterans, or in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans as defined in 38 U.S.C. 101 (16).

**CERTIFICATION:**

I hereby certify the information supplied herein to be true and correct.

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Company Officer

Type of Goods/Services: \_\_\_\_\_

\*NAICS Code: \_\_\_\_\_

Company Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Any misrepresentation shall be subject to the provisions stated in item B below.

\* North American Industry Classification System (NAICS)

A. "SMALL BUSINESS" SIZE STANDARDS FOR FEDERAL SUB-CONTRACTORS. Small business size is determined by the primary NAICS Code. See Title 13 CFR, Part 121 to determine your NAICS Code and the threshold for determining small business (revised as of January 1, 2004).

A "small business" is a concern including its affiliates, which is independently owned and operated. It is not dominant in the field of operations in which it is selling goods and services to a federal contractor. It meets the following size criteria for its particular industry:

1. CONSTRUCTION TRADES - "Small" if average annual receipts for preceding 3 years do not exceed \$12 million.
2. CONSTRUCTION, GENERAL CONTRACTORS - "Small" if average annual receipts for preceding 3 years do not exceed \$28.5 million.
3. MANUFACTURING - "Small" if 500 employees or less, except for some specific products which will increase the complement of employees to 750 and 1,000, respectively.
4. TRANSPORTATION - "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific services:
  - \$21.5 million – general freight trucking, local.
  - \$3 million – travel agencies.
5. WHOLESALE TRADE, DURABLE AND NON-DURABLE GOODS - "Small" if 100 employees or less.
6. RETAIL TRADE - "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific products:
  - \$6 million - lumber and building materials, paints, hardware.
7. SERVICES - "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific services:
  - a. \$21 million – computer systems design services, custom computer programming services.
  - b. \$10.5 million - refuse collection, protective guard services.
  - c. \$14 million - janitorial services.
  - d. \$21.5 million - passenger car rental
  - e. \$21 million – office Machinery and equipment rental & leasing
  - f. \$6 million - general automobile repair, refrigeration & air conditioning.
8. ALL OTHER TYPES OF BUSINESS - "Small" if 500 employees or less.

Where firm sizes are determined by annual receipts, and the concern is less than 3 complete fiscal years old, its total receipts means for the period it has been in business, divided by the number of weeks, including fractions of a week, and multiplied by 52.

B. Notice. Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, small disadvantaged or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall:

1. Be punished by imposition of fine, imprisonment, or both;
2. Be subject to administrative remedies including suspension and debarment; and
3. Be ineligible for participation in a program conducted under the authority of the Act.