



MALUHIA, A LONG TERM HEALTH CARE FACILITY
HAWAII HEALTH SYSTEMS CORPORATION

1027 Hala Drive ■ Honolulu, Hawaii 96817 ■ Telephone: (808) 832-6124 ■ Secure Fax: (808) 832-3897

Invitation for Bids

Maluhia Reflooring IFB No. HHSC FY 18-001

Issued: August 1, 2016

Invitation for Bids

**Maluhia Reflooring
IFB No. HHSC FY 18-001**

Maluhia a division of the Hawaii Health Systems Corporation (HHSC) is requesting bids from qualified flooring companies to refloor various areas in the facility located at 1027 Hala Drive Honolulu 96817.

The IFB may be obtained electronically from the following website:
<http://www.maluhia.hhsc.org/procurement/notices/>

A site visit is schedule for August 8, 2017 at 11:30 a.m. at the Maluhia lobby area. All interested companies shall meet in the lobby area. The deadline for submission of written/emailed questions pertaining to the IFB is August 15, 2017.

All bids must be received and time stamped by HHSC by August 23, 2017 up to 2:00 p.m. Hawaii Standard Time. Bids shall be submitted to the Purchasing Office located in the basement of Maluhia at 1027 Hala Drive, Honolulu, Hawaii 96817. Bids via e-mail is acceptable and shall be sent to mkato@hhsc.org by the deadline.

Addenda to the IFB will be posted on the website listed above.

For any inquires, please contact Michelle Kato, Contracts Manager at (808) 832-3001 or by email at mkato@hhsc.org.

Maluhia
1027 Hala Drive
Honolulu, Hawaii 96816

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SECTION 1
ADMINISTRATION

1.0 INTRODUCTION

This Invitation for Bid (hereinafter “IFB”) is issued by the Hawaii Health Systems Corporation (hereinafter “HHSC”), a public body corporate and politic and an instrumentality and Agency of the State of Hawaii. All procedures and processes will be in accordance with HHSC Oahu Region policy and procedures.

In order for HHSC to accept Bidder’s response in a timely manner, please thoroughly read this IFB and follow instructions as presented.

1.1 IFB TIMETABLE AS FOLLOWS

The timetable as presented represents HHSC’s best estimated schedule. If an activity of the timetable, such as “Closing Date for Receipt of Bids” is delayed, the rest of the timetable dates may be shifted. BIDDER will be advised, by addendum to the IFB, of any changes to the timetable. Contract start date will be subject to the issuance of a Notice to Proceed.

ACTIVITY	SCHEDULED DATES
1. IFB Public Announcement	July 26, 2017
2. Pre-Bid Orientation Maluhia lobby area 11:30 a.m.	August 8, 2017
3. Closing Date for Receipt of Questions	August 15, 2017
4. Closing Date for Receipt of Bids 2:00 p.m. at Maluhia	August 23, 2017
5. Contractor Selection/Award Notification (on/about)	August 25, 2017
6. Contract Start Date	September 5, 2017

1.2 AUTHORITY

This IFB is issued under the provisions of the HHSC Hawaii Revised Statutes (HRS), Chapter 232F, HRS and its administrative rules. All BIDDERS are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed bid by any BIDDER shall constitute admission of such knowledge on the part of such BIDDER.

1.2.1 IFB ORGANIZATION

This IFB is organized into five sections:

SECTION 1: ADMINISTRATIVE

Provides information regarding administrative requirements.

SECTION 2: SCOPE OF SERVICES

Provides a detailed description of goods and/or services to be provided and delineates HHSC and CONTRACTOR responsibilities.

SECTION 3: BID FORMS AND INSTRUCTIONS

Describes the required format and content for submission of the bid.

SECTION 4: BID EVALUATION AND AWARD

Describes how bids will be evaluation and procedures for selection and award of contract.

1.3 HEAD OF PURCHASING AGENCY (HOPA)

The HOPA for HHSC, or designee, is authorized to execute any and all Agreements (Contracts), resulting from this IFB.

The HOPA for this IFB is:

Derek Akiyoshi
Regional Chief Executive Officer
Hawaii Health Systems Corporation

1.4 DESIGNATED OFFICIALS

The officials identified in the following paragraphs have been designated by the HOPA as HHSC's procurement officials responsible for execution of this IFB, award of Agreement and coordination of CONTRACTOR's satisfactory completion of contract requirements.

1.4.1 ISSUING OFFICER

The Issuing Officer is responsible for administrating/facilitating all requirements of the IFB solicitation process and is the **sole point of contact** for BIDDER from date of public announcement of the IFB until the selection of the successful BIDDER. The Issuing Officer will also serve as the Contract Manager responsible for **contractual actions** throughout the term of the contract. The Issuing Officer is:

Michelle Kato, Contracts Manager
Maluhia1027 Hala Drive
Honolulu, Hawaii 96817
e-mail: mkato@hhsc.org
phone: (808) 832-3001

1.5.1 CHARTER

HHSC is a public body corporate and politic and an instrumentality and agency of the State of Hawaii. HHSC is administratively attached to the Department of Health, State of Hawaii and was created by the legislature with passage of Act 262, Session Laws of the State of Hawaii 1996. Act 262 affirms the State's commitment to provide quality health care for the people in the State of Hawaii, including those served by small rural facilities.

1.5.2 STRUCTURE AND SERVICES

HHSC is organized into five operational regions and provides a broad range of healthcare services including acute, long term, rural and ambulatory health care services. As the fourth largest public health system in the country, HHSC is the largest provider of healthcare in the Islands, other than on Oahu, and is the only acute care provider on the Islands of Maui and Lanai. This solicitation includes Maluhia on the island of Oahu.

1.5.3 MISSION

The mission of HHSC is to provide and enhance accessible, comprehensive health care services that are quality-driven, customer-focused and cost-effective.

1.6 FACILITY INFORMATION

Detailed information pertaining to HHSC facilities is located at <http://www.hhsc.org>.

1.7 SUBMISSION OF QUESTIONS

Questions must be submitted in writing via electronic mail, facsimile or post mail to the Issuing Officer no later than the “Closing Date for Receipt of Questions”, identified in paragraph 1.1 in order to generate an official answer. All written questions will receive an official written response from HHSC and become addenda to the IFB.

IMPORTANT

BIDDER may request changes and/or propose alternate language to the attached HHSC General and Special Terms and Conditions during this phase only. All requests will be presented to the HHSC Legal Department for review. No requests to change the HHSC General or Special Terms and Conditions will be entertained after the bids have been submitted or during the contracting process. All written questions and/or approved changes will receive an official written response from HHSC and shall be recorded as addenda to the IFB.

HHSC reserves the right to reject or deny any request(s) made by BIDDER.

Responses by HHSC shall be due to the BIDDER prior to notice of award.

Impromptu, un-written questions are permitted and verbal answers will be provided during pre-bid conferences and other occasions, but are only intended as general direction and will not represent the official HHSC position. The only official position of HHSC is that which is stated in writing and issued in the IFB as addenda thereto.

No other means of communication, whether oral or written, shall be construed as a formal or official response/statement and may not be relied upon.

SEND QUESTIONS TO:

Michelle Kato, Contract Manager
e-mail: mkato@hhsc.org

1.8 SOLICITATION REVIEW

BIDDER should carefully review this solicitation for defects and questionable or objectionable matter. Comments concerning defects and questionable or objectionable matter, **excluding requests to revise the General or Special Conditions**, must be made in writing and should be received by the Issuing Officer, Michelle Kato, no later than the “Closing Date for Receipt of Bids” as identified in Section 1.1. This will allow issuance of any necessary amendments to the IFB. It will also assist in preventing the opening of bids upon which award may not be made due to a defective solicitation package.

1.9 IFB AMENDMENTS

HHSC reserves the right to amend the IFB any time prior to the deadline date of the IFB. IFB Amendments will be in the form of addenda.

1.10 CANCELLATION OF IFB

The IFB may be canceled when it is determined to be in the best interests of HHSC.

1.11 PROTESTS

Any protest shall be submitted in writing to the HOPA as noted below.

A protest based upon the content of the solicitation shall be submitted in writing within five (5) working days **after** the aggrieved individual/business knows or should have known of the facts giving rise thereto; provided further that the protest shall not be considered unless it is submitted in writing prior to and not later than the “Closing Date for Receipt of Bid” identified in section 1.1.

A protest of an award or proposed award shall be submitted within five (5) working days after the posting of award of the contract. The notice of award, if any, resulting from this solicitation shall be posted at the following website: <http://www.maluhia.hhsc.org/procurement/notices/>,
<http://www.leahi.hhsc.org/procurement/notices/>

Any and all protests shall be submitted in writing to the HOPA, as follows:

Derek Akiyoshi
Hawaii Health Systems Corporation
Oahu Region
3675 Kilauea Avenue
Honolulu, Hawaii 96816

SECTION 2
SCOPE OF SERVICES

2.0 INTRODUCTION

The purpose of this competitive solicitation is to award a single, fixed-priced Agreement to refloor the second and third floor (nursing units/patient rooms) at Maluhia.

The Contractor awarded an Agreement under this IFB shall be referred to as “CONTRACTOR” or “BIDDER”.

2.1 CONTRACT PERIOD

The contract period will be for 180 working days upon the notice to proceed date. All work shall be coordinated with the HHSC Technical Representative.

2.2 SCOPE OF SERVICES

The CONTRACTOR shall provide reflooring services in the second and third floor nursing units/patient rooms at Maluhia pursuant to provisions set forth in this IFB and the HHSC General Conditions. The following services shall be performed:

1. Prep existing flooring as necessary to install new vinyl luxury plank flooring.
2. Install new vinyl luxury plank flooring and vinyl baseboards in all rooms and corridors of the 2nd and 3rd floors of the hospital.
3. All flooring and baseboards shall be installed using adhesives recommended by the manufacturer.
4. All bathrooms, janitor rooms, workrooms that have ceramic tile flooring are not included in this bid.
5. The patient activity areas on both floors are not included in this bid since it was refloored.
6. Smooth (level) transitions between each area shall be included to avoid potential patient safety issues.
7. Provide a one year workmanship and material guarantee.
8. LVP: Burke LVT 20 mil. (Island Koa) LVT20W-3051C or equal. (The floor number on each floor will **not be replaced with new number.**)
9. Cove base: Burke Mannington 4" Rubber Cove Base or equal.
10. Adhesive: Burke BR-711 (LVP) and ATT cove base adhesive or equal.
11. Prep materials: Dependable Scimcrete and Parabond Latex Additive or equal.

Other

1. There will be four (4) phases for the CONTRACTOR to complete the work. Each phase will consist of one unit (or half of the floor). The CONTRACTOR will be responsible to provide all safety material while work is being completed. There will be a two week minimum break between each phase.
2. The CONTRACTOR is responsible to provide any touch up paint to match existing wall color while replacing the cove base.
3. All patient doors and fire doors removal and cutting is not included in this scope.
4. The CONTRACTOR will be required to park the vehicles at a lot designated by the Hospital since parking is limited.

2.3 TECHANICAL REPRESENTATIVE

The HHSC shall provide a Technical Representative to oversee the successful completion of contract requirements, including monitoring, coordinating and assessing CONTRACTOR performance; placing requests for services; and, approving completed work/services with verification of same for CONTRACTOR's invoices. Technical Representatives will also serve as points of contact for "technical" matters throughout the term of the contract. The Technical Representative is Mr. Ronald Kurasaki.

SECTION 3
Bid Forms and Instruction

General Instructions for Completing Forms

- *Bids shall be submitted in the prescribed format outlined in this IFB*
- *No supplemental literature, brochures or other unsolicited information should be included in the bid packet.*
- *A written response is required for each item unless indicated otherwise.*

3.0 Bid Form

The bid form must be completed and submitted to HHSC by the required due date and time, and in the form prescribed by the HHSC. Facsimile transmissions shall not be accepted.

Interested bidders shall submit their bid under the interested bidder's exact legal name that is registered with the Department of Commerce and Consumer Affairs and shall indicate this exact legal name in the appropriate space on page 1 of the bid form. Failure to do so may delay proper execution of the Contract.

The interested bidder's authorized signature shall be an original signature in ink. If the Bid Form on Appendix A is unsigned or the affixed signature is a facsimile or a photocopy, the bid shall be automatically rejected.

3.1 General Conditions

The HHSC General Conditions of the Contract are attached for the interested bidder's review and information (see Appendix C). The general conditions shall be incorporated into the Contract with the Successful Bidder.

3.2 Liquidated Damages

- A. In accordance with the General Conditions, upon failure to complete Work or any portion of the Work within the time or times fixed in the contract or extension thereof, the Contractor shall pay liquidated damages to the Department in the amount of \$100.00 per calendar day of delay.
- B. For failure to correct punch list deficiencies, within the time or times fixed in the contract or extension thereof, the Contractor shall pay liquidated damages to the HHSC, in the amount equal to ten percent (10%) of the liquidated damages per calendar day of delay.
- C. For failure to submit closing documents within the time or times fixed in the contract or extension thereof, it is agreed that the Bidder shall pay liquidated damages to HHSC in the amount equal to five percent (5%) of the liquidated damages per calendar day of delay.

(END OF SECTION)

SECTION 4
BID EVALUATION AND AWARD

4.0 Bid Evaluation

Each bid offer will be reviewed for exact conformity of the requirements in the IFB, known as a responsible bid. Information provided in/with the bid offer will be used to determine whether the interested bidder has the technical and financial capacity to deliver the goods or services, known as a responsive bid.

4.1 Method of Award

METHOD OF AWARD

The contract will be awarded to the lowest responsive and responsible Bidder whose bid meet the requirements and criteria set forth in the solicitation documents and as determined by the HHSC.

In the event that the total lump sum base bid for of all bidders exceed the project control budget, the HHSC shall reserve the right to make an award to the apparent Low Bidder and seek additional funds and increase the project control budget or reduce the scope of work through negotiation to meet the project control budget.

OTHER CONDITIONS FOR AWARD

The HHSC reserves the right to reject any and/or all bids and waive any defects when, in its opinion, such rejection or waiver will be for the best interest of the HHSC;

The award of the contract shall be conditioned upon funds being made available for these projects and further upon the right of the HHSC to hold all bids received for a period of sixty (60) days from the date of the opening thereof, unless otherwise required by law, during which time no bid may be withdrawn.

4.2 Contract Execution

Upon receipt of the Contract document, the CONTRACTOR shall have ten (10) business days to execute and return the Contract to the Issuing Officer. Explicit execution instructions will accompany the Contract. A copy of the fully executed Contract will be provided the CONTRACTOR within seven (7) business days of Contract execution.

Award of Contract may be withdrawn if the CONTRACTOR is unable to meet Contract execution requirements.

SAMPLE BID TRANSMITTAL COVER LETTER

Dear Ms. Kato,

(Name of Business) proposes to provide any and all goods and services as set forth in the “Invitation for Bid” reflooring project at Maluhia, for which fees/costs have been set. The fees/costs offered herein shall apply for 180 working days.

It is understood and agreed that (Name of Business) have read HHSC’s Scope of Services described in the IFB and that this bid is made in accordance with the provisions of such Scope of Services. By signing this bid, (Name of Business) guarantee and certify that all items included in this bid meet or exceed any and all such Scope of Services.

(Name of Business) agree, if awarded the contract, to provide the goods and services set forth in the IFB; and comply with all terms and conditions indicated in the IFB; and at the fees/costs set forth in this bid. The following individual(s) may be contacted regarding this bid: _____

Other information:

Address: _____

Phone number: _____

Email address: _____

Federal Tax ID: _____ State GET: _____

Sole Proprietor Partnership Corporation Joint Venture Other (Specify) _____

State of Incorporation is: (Specify) _____

Year of Business started: _____

The exact legal name of the business under which the contract, if awarded, shall be executed is: _____

(Authorized Bidder’s Signature, Printed Name/Title; Corporate Seal or Notarized)

BID FORM

After carefully examining the bid documents, the Bidder proposes to furnish at its own expense all necessary labor, materials, tools and equipment to complete the work. A schedule of values (at minimum cost of materials and labor) of the scope of work shall be submitted with the Bid Form.

Lump Sum Bid Price:

\$ _____ Dollars

Respectfully Submitted:

Signature / Printed Name

Date

Title

Name of Business

OTHER CONDITIONS

1. Bidder agrees to pay liquidated damages to the HHSC to be specified.
2. By submitting this proposal, the Bidder is declaring that its firm has not been assisted or represented on this matter by an individual who has, in a County capacity, been involved in the subject matter of this contract in the past two years;
3. Anti-collusion certification. In accordance with HAR 3-122-192, by submitting this proposal, the Bidder is declaring that the price submitted is independently arrived at without collusion.
4. Certification for Safety and Health Program for bids in excess of \$100,000. In accordance with HRS 396-18, the Bidder certifies that its organization will have a written safety and health plan for this project that will be available and implemented by the Notice to Proceed date of this project. Details of the requirements of this plan may be obtained from the Department of Labor and Industrial Relations, Occupational Safety and Health Division (HIOSH); and

RECEIPT OF ADDENDA

Receipt of the following addenda issued by the HHSC is acknowledged by the date (s) of receipt indicated below:

Addendum No. 1 _____
Date

Addendum No. 3 _____

Addendum No. 2 _____

Addendum No. 4 _____

It is understood that failure to receive any such addendum shall not relieve the Bidder from any obligation under this Proposal as submitted.

ALL JOINT CONTRACTORS OR SUBCONTRACTORS TO BE ENGAGED ON THIS PROJECT

The Bidder certifies that the following is a complete listing of all joint contractors or subcontractors covered under Chapter 444, Hawaii Revised Statutes, who will be engaged by the Bidder on this project to perform the nature and scope of work indicated and understands that failure to comply with this requirement may be just cause for rejection of the bid.

The Bidder further understands that only those joint contractors or subcontractors listed shall be allowed to perform work on this project and that all other work necessary shall be performed by the Bidder with his own employees. If no joint contractor or subcontractor is listed, it shall be construed that all of the work shall be performed by the Bidder with its own employees.

The Bidder must be sure that it has and that the subcontractor(s) listed in the proposal have all the necessary specialty licenses needed to perform the work for this project. The Bidder shall be solely responsible for assuring that all the specialty licenses required to perform the work are covered in its bid.

The Bidder shall include the license number of the joint contractors or subcontractors listed below. Failure to provide the correct names and license numbers as registered with the Contractor's Licensing Board may cause rejection of the bid submitted.

<u>Complete Firm Name</u> <u>Joint Contractor or</u> <u>Subcontractor for</u> <u>Lump Sum Base Bid</u>	<u>License</u> <u>Number</u>	<u>Nature and Scope</u> <u>of Work to be</u> <u>Performed</u>
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END OF BID FORM

FLOOR PLAN - SECOND FLOOR (THIRD FLOOR SIMILAR)
 NOT TO SCALE

