



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

REQUEST FOR PROPOSAL

RFP No:
HHSC FY 19-010

TO PROVIDE:

Maluhia Wheelchair and Passenger Bus

Maluhia
1027 Hala Drive
Honolulu, Hawaii 96817

Hawaii Health Systems Corporation
An Agency of the State of Hawaii

Issued December 11, 2018

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SECTION 1
ADMINISTRATION

1.0 INTRODUCTION

This Request for Proposal (hereinafter “RFP”) 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 HRS Chapter 323F and HHSC Oahu Region Procurement Policy.

Thank you for your interest in submitting a proposal for this solicitation. The rationale for this competitive sealed RFP is to promote and ensure the fairest, most efficient means to obtain the **best value** to HHSC, i.e. the proposal offering the greatest overall combination of service and price. Hereinafter, organizations interested in submitting a proposal in response to this RFP shall be referred to as “OFFEROR”.

In order for HHSC to evaluate OFFEROR’S response in a timely manner, please thoroughly read this RFP and follow instructions as presented.

1.1 RFP 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 Proposals” is delayed, the rest of the timetable dates may be shifted. OFFEROR will be advised, by addendum to the RFP, of any changes to the timetable.

| ACTIVITY | SCHEDULED DATES |
|---|---------------------------------------|
| 1. RFP Public Announcement | December 11, 2018 |
| 2. Closing Date for Receipt of Questions | December 18, 2018 |
| 3. Closing Date for Receipt of Proposals | December 21, 2018 by 2:00 p.m. |
| 4. Proposal Evaluations | December 24-28, 2018 |
| 5. Contractor Selection/Award Notification (on/about) | December 31, 2018 |

1.2 AUTHORITY

This RFP is issued under the provisions of Chapter 323F, HRS and HHSC Oahu Region Procurement Policy. All OFFERORS are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any OFFEROR shall constitute admission of such knowledge on the part of such OFFEROR.

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 RFP.

The HOPA for this RFP is:

Derek Akiyoshi
Regional Chief Executive Officer

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 RFP, 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 RFP solicitation process and is the **sole point of contact** for OFFEROR from date of public announcement of the RFP until the selection of the successful OFFEROR. The Issuing Officer will also serve as the Contract Manager responsible for contractual actions throughout the term of the contract. The Issuing Officer is:

Scott Kawai, Contracts Manager
HHSC/Maluhia
1027 Hala Drive
Honolulu, Hawaii 96817
Phone: 832-3001
e-mail: skawai@hhsc.org

1.5 RFP AMENDMENTS

HHSC reserves the right to amend the RFP any time prior to the ending date for the proposal evaluation period. RFP Amendments will be in the form of addenda.

1.6 CANCELLATION OF RFP

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

1.7 PROTESTS

An actual or prospective offeror who is aggrieved in connection with the solicitation or award of the contract may submit a protest. 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 Proposals" 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 in the Maluhia website at: <http://www.hhsc.org/oahu/maluhia/index.html>

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

Derek Akiyoshi
Regional Chief Executive Officer
Hawaii Health Systems Corporation
3675 Kilauea Avenue
Honolulu, Hawaii 96816

SECTION 2
SCOPE OF GOODS AND SERVICES

2.0 INTRODUCTION

Maluhia of the Hawaii Health Systems Corporation (HHSC) is requesting proposals from qualified vehicle sales companies for a new wheelchair and passenger bus with no CDL requirement.

The OFFEROR awarded an Agreement under this RFP shall be referred to as “OFFEROR”.

All proposals must be received and time stamped by HHSC by December 21, 2018, up to 2:00 p.m. Hawaii Standard Time. Proposals shall be submitted to the Purchasing Office located in the basement of Maluhia at 1027 Hala Drive, Honolulu, HI 96817. Proposals via email is acceptable and shall be sent to skawai@hhsc.org by the deadline. The date and time the email is received shall serve as the time stamp.

2.1 VEHICLE MINIMUM SPECIFICATIONS

| | |
|---------------|--|
| Model Year | 2018 / 2019 |
| Chassis | Ford Transit 350 HD or similar 230 AMP alternator |
| Model | Starcraft Starlite Bus or similar (No CDL Requirement) |
| Engine | V6 gas engine minimum |
| Transmission | Automatic |
| Steering | Power steering |
| Wheels | Dual rear wheels with all season tires |
| Brakes | Power disk anti-lock brakes |
| Interior | Front air conditioning Rear air conditioning (45,000 BTU) Commercial grade non-slip flooring Solid windows (no T-slide) Four (4) wheelchair tie-downs One (1) driver and three (3) passenger min., four (4) preferable AM/FM radio Entrance handrails Track seating Retractable seat belts Driver’s air bag Reverse back up camera |
| Exterior | Emergency windows and roof hatch Electric entrance door with full tempered glass Rear door with window Tinted windows Round sealed tail, stop, and back-up lights Reverse alarm Rear center mounted brake light (LED) Entry door exterior light (LED) Unitized steel cage construction Complete body undercoating 5/8” Exterior Grade Plywood Sub Floor Large exterior side rear view mirrors |
| Miscellaneous | Fire extinguisher First-Aid kit |

| | |
|--------------------------|---|
| Wheelchair Accessibility | Double wheelchair lift doors (passenger side rear) Braun wheelchair lift with 34" x 54" platform of similar Lift seat belt Lift interlock Interior and exterior lights at lift door |
|--------------------------|---|

Please provided estimated delivery date of vehicle based on Contract award date on December 31, 2018.

2.2 ADDITIONAL FEES AND CHARGES

Offerors shall include all applicable fees, charges, surcharges, shipping/handling, delivery or any other charges associated with this solicitation in the price submitted. The vehicle shall be delivered to Maluhia. The HHSC will be obtaining its own license plate through the State of Hawaii DAGS.

Unless otherwise stated in this solicitation, bidders shall include all applicable taxes in the price submitted. The Hawaii General Excise Tax (GET) shall not exceed 4.712% for the island of Oahu.

2.3 HAWAII COMPLIANCE EXPRESS (HCE)

Offerors shall be registered and in good standing with HCE. Offerors can register at <https://vendors.ehawaii.gov/hce> via an annual subscription fee and should subscribe prior to responding to a solicitation. For more information visit the HCE Section of the FAQs at <http://spo.hawaii.gov/faqs#tabs-4>

SECTION 3 **PROPOSALS**

3.0 INTRODUCTION

One of the objectives of the RFP is to make proposal preparation easy and efficient, while giving OFFEROR ample opportunity to highlight their proposal. When an OFFEROR submits a proposal, it shall be considered a complete plan for accomplishing the requirements described in this RFP.

3.1 SUBMISSION OF PROPOSALS

The Issuing Officer must receive the proposal no later than the “Closing Date for Receipt of Proposals”, identified in Section 1, paragraph 1.1. **Proposals received after this time/date may be rejected.** Mail or deliver proposals to the following address:

Scott Kawai, Contracts Manager
Re: RFP No. HHSC FY19-010
Maluhia
1027 Hala Drive
Honolulu, Hawaii 96817

Electronic submittals may be submitted to skawai@hhsc.org by the “Closing Date for Receipt of Proposals”, identified in Section 1, paragraph 1.1.

Proposals shall not be opened publicly, but shall be opened in the presence of two or more procurement officials. The register of proposals and OFFERORS’ proposals shall be open to public inspection after the contract is executed by all parties.

3.2 TECHNICAL PROPOSAL

The technical proposal shall include the following categories:

- A. VEHICLE AND EQUIPMENT PROPOSAL
- B. WARRANTIES

3.3 PRICE PROPOSAL

The price proposal shall include the price of the vehicle being proposed. The Offeror may also include prices of optional features that may be added to the proposed price upon HHSC’s acceptance.

SECTION 4
EVALUATIONS

4.0 INTRODUCTION

The evaluation of proposals shall be conducted comprehensively, fairly, and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.1 PROPOSAL EVALUATION COMMITTEE

An evaluation committee will be selected from HHSC to perform all evaluation requirements. The committee will be composed of individuals with experience in, knowledge of, and program responsibility for the requirements identified in the RFP. HHSC reserves the right to request information from OFFEROR to clarify the OFFEROR'S proposal.

4.2 EVALUATION PHASES

Evaluation phases will be conducted as follows:

- Phase 1.....Technical Proposal Evaluation
- Phase 2.....Price Proposal Evaluation
- Phase 3.....Recommendation for Contract Award

4.3 EVALUATION CATEGORIES AND VALUE WEIGHT PERCENTAGES

| | <u>Value Weight</u> |
|---------------------------------|---------------------|
| Technical Proposal | 65% |
| Price Proposal | 35% |
| TOTAL | 100% |

4.4 EVALUATION SCORING SYSTEM

The maximum number of points available for scoring is one thousand (100) per evaluator. The proposal receiving the highest number of points is considered statistically the best proposal and the **best value** to HHSC; and, will be recommended for award of contract, unless otherwise determined and justified by the evaluation committee.

The evaluation categories are assigned a value weight percentage, as determined by HHSC, totaling 100%. Each category will be rated between one (1) and ten (10), with ten being the highest (the best rating) by each member of the evaluation committee. The OFFEROR'S total score (see note below) will be determined by: a) multiplying the assigned weight value of each category by the numerical rating provided by the evaluation committee member to determine the score for each category; b) totaling the score for all categories of each evaluation committee member; and, c) totaling the score of all evaluators.

SECTION 5
AWARD OF CONTRACT

5.0 AWARD OF CONTRACT

Award of contract shall be made to the most responsible and responsive OFFEROR whose proposal is determined by the Evaluation Committee to provide the best value to HHSC, considering all evaluation reviews and results. The Contract award may be awarded in whole or in part based on the availability of funds.

5.1 CONTRACT AWARD NOTIFICATION

The Offeror awarded the Contract shall be notified via email.

At its discretion and as a courtesy to the OFFEROR the Issuing Officer may issue a “Notice of Posting of Award” to the unsuccessful OFFERORS. However a delay in issuing the notice or the inadvertent omission of such courtesy notice will not extend the protest filing time.

5.2 CONTRACT AWARD DEBRIEFING

If requested, HHSC shall provide a contract award debriefing. The purpose of a debriefing is to inform the non-selected OFFEROR of the basis for the source selection decision and contract award. A written request to the Issuing Officer for a debriefing shall be made within three (3) working days after receipt of non-award of contract letter from HHSC and/or posting of the award of the contract.

BID FORM

RFQ No. 19-010 Maluhia Wheelchair and Passenger Bus

TO: Scott Kawai, Senior Contract Manager

FROM: _____

SUBJECT: RFQ No. 19-010 Maluhia Wheelchair and Passenger Bus

After carefully examining the RFQ No. 19-010, the Offeror submits the following quote for the vehicle:

_____ (Dollars) \$

Make and Model of vehicles: _____

Other information:

Name of Business: _____

Address: _____

Phone: _____

Email: _____

Federal TAX ID: _____

State Tax ID: _____

Business is a: Sole Proprietor Partnership Corporation Joint

State of Incorporation is: _____

Respectfully Submitted:

Signature

Date

Printed Name

Title

TECHNICAL SPECIFICATIONS

RFQ No. 19-010 Maluhia Wheelchair and Passenger Bus

List of vehicle features and specifications:

(may be supplemented with brochures and specification sheets)

SAMPLE BUS LAYOUT
(not required to follow layout)

