
REQUEST FOR PROPOSAL

RFP No.
HHSC FY 19L-010

TO PROVIDE:

Modernization/Replacement of Trotter, Sinclair, and
Atherton Elevators

at

Leahi Hospital

October 17, 2019

Hawaii Health Systems Corporation
3675 Kilauea Avenue
Honolulu, Hawaii 96816
An Agency of the State of Hawaii

REQUEST FOR PROPOSALS

**Hawaii Health Systems Corporation
Leahi Hospital
3675 Kilauea Avenue
Honolulu, Hawaii 96816**

RFP No. HHSC FY 19L-010

Modernization/Replacement of Trotter, Sinclair, and Atherton Elevators at Leahi Hospital

SEALED PROPOSALS will be received at the Hawaii Health Systems Corporation (HHSC), Purchasing Office, at Maluhia, 1027 Hala Drive, Honolulu, HI, 96817, up to 2:00 p.m. on November 21, 2019.

Interested Offerors shall provide a comprehensive modernization/replacement of the Trotter, Sinclair (significant water damage), and Atherton Elevators at Leahi Hospital to meet all federal and state codes and regulations required by law. The services include, but is not limited to upgrading the following:

1. Controls
2. Hoist Machines & Motors
3. Door Operation
4. Ride Quality
5. Signal Fixtures
6. Cab Interiors
7. Flooring
8. All necessary electrical work

An RFP orientation and site visit will be held on October 24, 2019, at 10:00 a.m. Interested Offerors shall meet at Leahi Hospital, 3675 Kilauea Avenue, Honolulu, Hawaii 96816 (in lobby area).

For further information, please contact Scott Kawai, Contracts Manager at 832-3025 or Ron Kurasaki at 497-9350.

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 323F.

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.

1.1 **RFP TIMETABLE AS FOLLOWS**

The timetable as presented represents HHSC’s best estimated schedule. Contract start date will be subject to the issuance of a Notice to Proceed.

	ACTIVITY	SCHEDULED DATES
1.	Announcement	October 17, 2019
2.	RFP Orientation/Site visit	October 24, 2019 at 10:00 a.m. Leahi Hospital lobby area
2.	Closing Date for Receipt of Questions	October 31, 2019
3.	Closing Date for Receipt of Proposal	November 21, 2019 at 2:00 p.m.
4.	Contract Tentative Award Date	December 12, 2019

1.2 **ISSUING OFFICER**

The Issuing Officer is responsible for administrating/facilitating all requirements of the RFP. 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, Senior Contracts Manager
HHSC/Maluhia
1027 Hala Drive, Honolulu, HI 96817
PH:(808) 832-3025
skawai@hhsc.org

1.3 **SUBMISSION OF QUESTIONS**

Questions must be submitted in writing via electronic mail, facsimile or postal 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 RFP.

1.5 RFP DEADLINE

The RFP shall be received by November 21, 2019 at 2:00 p.m. Submission by mail shall be sent to: Maluhia, Purchasing Department, 1027 Hala Drive Honolulu, HI 96817.

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 on the Maluhia website.

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

2.0 SCOPE OF SERVICES

A. The OFFEROR shall provide a comprehensive modernization/replacement of Trotter, Sinclair, and Atherton Elevators at Leahi Hospital. The services include, but is not limited to upgrading the following:

1. Controls
2. Hoist Machines & Motors
3. Door Operation
4. Ride Quality
5. Signal Fixtures

6. Cab Interiors
 7. Flooring
 8. All necessary electrical work
- B. Codes: OFFEROR shall adhere to the latest applicable edition requirements of the following:
1. A.D.A.: Americans with Disabilities Act.
 2. ASME: American Society of Mechanical Engineers - A17.1; Safety Code for Elevators and Escalators.
 3. All State and Federal codes.
- C. Elevator use
1. Trotter Elevator: This elevator is primarily used by patients, visitors and employees. In addition, emergency personnel utilize this elevator to transport patients that require 911 services. Patients are using wheelchairs, walkers, recliners and other equipment to travel throughout the facility.
 2. Sinclair Elevator: This elevator is primarily used UH Nursing Students, employees and visitors.
 3. Atherton Elevator: This elevator is primarily used by employees and visitors.

3.0 RFP SUBMISSION

One (1) original and three (3) copies shall be delivered to Maluhia, 1027 Hala Drive, Honolulu, HI 96817. The following items must be submitted by the RFP deadline:

1. COVER LETTER

OFFEROR is required to submit proposal with a transmittal cover letter. The transmittal cover letter must be on the OFFEROR'S official business letterhead; signed by an individual authorized to legally bind the OFFEROR; affixed with the corporate seal or notarized; and minimally include information, as written/requested, on the "sample" letter APPENDIX A.

2. BACKGROUND, QUALIFICATIONS AND EXPERIENCE

Provide explicit details on Company's background, qualifications and experience relative to performing requirements set forth in the Scope of Services, including but not limited to:

- A. Background of the Company, i.e. services offered, size, resources, years in business, location, State of Hawaii presence, state of incorporation, etc.
- B. Brief description of Company's qualifications to perform Scope of Services requirements.

- C. Brief description of three (3) past and/or present contracts demonstrating Company's qualifications, experience and performance. Include customer name, contact name and telephone number. If not available, provide contact name and telephone number of three (3) references that can discuss your Company's qualifications, experience and performance.
- D. Identification of litigation currently impacting the Company, if any. State "NONE", if none.

3. ELEVATOR SPECIFICATIONS

Offeror shall complete and include Appendix B in the submitted proposal. Offeror shall indicate if submitted proposal includes new equipment or use of existing equipment.

In addition, if work not specified is required, Offeror shall bring such matters to HHSC's attention within 10 days prior to RFP deadline. If no discrepancies are noted or exceptions taken, it is assumed that all conditions are satisfactory.

4. PRICE PROPOSAL

Offeror shall provide three separate prices. First price shall include the cost for the Trotter and Atherton elevators. The second price shall include the cost for the Sinclair elevator. The third price shall include the 5 year maintenance fee for each elevator and shall take effect after final acceptance of the elevators. Prices shall incorporate Appendix B specifications. Alternates will be accepted as deemed necessary by Offeror.

5. PROPOSAL SCHEDULE

Submit a schedule indicating time required from award of contract to:

- a. Equipment fabrication and delivery to site.
- b. Installation testing and final acceptance of elevator

The schedule must include description of work to be done for each item and downtime of elevator. Please note, elevators shall not be removed from service until all equipment has been manufactured and delivered.

3.1 PUBLIC INSPECTION

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.

OFFEROR shall request in writing the nondisclosure of designated trade secrets or other proprietary data to be confidential. Such data shall accompany the proposal and shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. The proposals are subject to disclosure rules set forth in Chapter 92F, H.R.S. The OFFEROR bears the burden of establishing that the designated data is exempted from the disclosure requirements set forth in Chapter 92F.

All proposals and other material submitted by OFFEROR become the property of HHSC and may be returned only at HHSC's option.

4.0 EVALUATION

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 OF MANDATORY REQUIREMENTS

The evaluation of the mandatory requirements, as listed below, shall be based upon a "Pass/ No Pass" basis. The purpose of this phase is to determine whether an OFFEROR'S proposal is sufficiently responsible and responsive to RFP requirements to permit a complete evaluation, i.e. responsible in terms of "Does the OFFEROR have the capability to perform fully the Scope of Services requirements"; and, "Were proposal documents, as identified below, received by HHSC and do they contain the required information?" Failure to meet any mandatory requirement will be grounds for deeming the proposal non-responsible, non-responsive or both and disqualification ("No Pass") thereof.

Mandatory Requirements.

Proposal Cover Letter **with corporate seal or notarization** as shown in Appendix A

Technical Proposal

Background, Qualifications and Experience

Management and Control

Price Proposal
 Proposal Schedule
 State of Hawaii Compliance Documents

4.3 TECHNICAL PROPOSAL EVALUATION

Evaluation of OFFEROR’S technical proposal shall be conducted using the technical proposal categories and the value weight percentages identified in paragraph 4.4 and the evaluation scoring system identified in paragraph 4.5.

4.4 EVALUATION CATEGORIES AND VALUE WEIGHT PERCENTAGES

Mandatory Requirements	Pass/No Pass
Technical Proposal	<u>Value Weight</u>
Background, Qualifications and Past Performance	30%
Management and Control	25%
Price Proposal	25%
Proposal Schedule.....	20%
TOTAL.....100%	

4.5 EVALUATION SCORING SYSTEM

The maximum number of points available for scoring is one thousand (1000) 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.

Note: In determining the total score, the OFFEROR’S **price proposal** with the lowest price will receive the highest available rating allocated to price. Each proposal that has a higher price than the lowest will have a lower rating for price. The points allocated to higher-priced proposals will be equal to the lowest proposal price multiplied by the maximum points available for price, divided by the higher proposal price.

5.0 AWARD OF CONTRACT

Award of contract shall be made to the most responsible and responsive OFFEROR whose proposal is determined to provide the best value to HHSC.

5.1 CONTRACT AWARD NOTIFICATION

The notice of award, if any, resulting from this solicitation shall be posted on the Leahi Hospital website. This will serve as the official notification. In addition, the Issuing Officer will inform the successful OFFEROR of contract award selection by an official “notice of award” letter.

6.0 CONTRACT DOCUMENT

The contract will be awarded by executing an **“Agreement for Goods or Services”** (hereinafter “CONTRACT”) attached hereto as Appendix B by HHSC and the successful OFFEROR (hereinafter “CONTRACTOR”). This document will serve as the official, legal contractual instrument between both parties. This document will incorporate (by attachments or reference) the RFP, with any and all addendums; GENERAL CONDITIONS and any SPECIAL CONDITIONS; and the CONTRACTOR’s accepted proposal, with any and all addendums, changes, negotiated agreements, all of which becomes part and whole of the CONTRACT.

6.1 GENERAL AND SPECIAL CONDITIONS:

The GENERAL CONDITIONS – (PURCHASE OF GOODS AND SERVICES FROM NON-HEALTHCARE SERVICE PROVIDERS FOR NON-HRS 103D AGREEMENTS), attached hereto as Appendix C, are applicable and shall be part and whole and attached to the Agreement.

6.2 GENERAL EXCISE/USE TAX

Refer to the GENERAL CONDITIONS – (PURCHASE OF GOODS AND SERVICES FROM NON-HEALTHCARE SERVICE PROVIDERS FOR NON-HRS 103D AGREEMENTS), Appendix C. Work to be performed under this solicitation is a business activity taxable under Chapter 237, Hawaii Revised Statutes (HRS), and Chapter 238, HRS, where applicable. Both out-of-state and Hawaii CONTRACTOR are advised that the gross receipts derived from this solicitation are subject to the general excise tax imposed by Chapter 237, HRS, and where applicable to tangible property imported into the State of Hawaii for resale, subject to the use tax imposed by Chapter 28, HRS.

Pursuant to Section 237-9, HRS, the CONTRACTOR is required to obtain and/or possess a valid General Excise Tax License from the Hawaii State Department of Taxation (DOTAX) prior to executing a contractual agreement with a State Agency.

The **General Excise Tax License** shall be obtained from the DOTAX offices in the State of Hawaii or the DOTAX Web Site and by mail or FAX. Refer to the next paragraph for procedures in obtaining DOTAX forms and information.

6.3 **CERTIFICATE OF COMPLIANCE**

The CONTRACTOR is required to obtain/posses a valid **Certificate of Compliance** from the Hawaii State Department of Labor and Industrial Relations (DLIR) prior to executing a contractual agreement with a State Agency. The certificate is valid for six months from the date of issue and must be valid on the date it is received by HHSC.

The **Certificate of Compliance** shall be obtained on the State of Hawaii, DLIR APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR, Form LIR #27, which is available at www.hawaii.gov/labor (open “Get a Form”; then open “LIR#27) or at the neighbor island DLIR District Offices. The application for the certificate is the responsibility of the OFFEROR and must be submitted directly to the DLIR and not to HHSC. The DLIR will return the form to the CONTRACTOR who in turn shall submit the form to HHSC.

6.4 **CERTIFICATE OF GOOD STANDING**

a. **HAWAII BUSINESS.** A business entity referred to as a “Hawaii Business”, is registered and incorporated or organized under the laws of the State of Hawaii. As evidence of compliance, the CONTRACTOR shall obtain/possess **Certificate of Good Standing** issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG). A “Hawaii Business” that is a sole proprietorship, however, is not required to register with the BREG, and therefore not required to submit the certificate. A CONTRACTOR’s status as sole proprietor and its business street address as indicated on the proposal transmittal cover letter (APPENDIX A) will be used to confirm that the CONTRACTOR is a Hawaii Business.

b. **COMPLIANT NON-HAWAII BUSINESS.** A business entity referred to as a “Compliant Non-Hawaii Business” is not incorporated or organized under the laws of the State of Hawaii but is registered to do business in the State. As evidence of compliance, the CONTRACTOR shall obtain/posses **Certificate of Good Standing** issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG).

c. The **Certificate of Good Standing** can be obtained by phone (call (808) 586-2727, Monday thru Thursday 7:45-4:30 HST) or by mail (Department of Commerce and Consumer Affairs, Business Registration Division, P.O. Box 40,

Honolulu, Hawaii 96810). The certificate is valid for six (6) months from date of issue and must be valid on the date it is received by HHSC.

6.5 HAWAII COMPLIANCE EXPRESS

Alternatively, OFFEROR may apply and obtain proof of compliance with the above agencies electronically through the Hawaii State Procurement Office's "Hawaii Compliance Express website at <http://vendors.ehawaii.gov>

One interface covers all the forms for all state agencies and partners. Easy to read instructions and context sensitive help make compliance safe, fast and efficient. Using the Wizard will file with Department of Taxation and optionally with the Business Registration Division of the DCAA. If you have or will have employees, the Wizard will also file with Department of Labor and Industrial Relations.

6.6 LIQUIDATED DAMAGES

Liquidated damages shall be assessed in the amount of Three Hundred and no/100 Dollars (\$300.00) per day, in accordance with the terms of paragraph 9 of the General Conditions.

7.0 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.

8.0 CONTRACT COMMENCEMENT DATE

Upon completion of CONTRACT execution requirements, a "**Notice to Proceed**" letter will be provided the CONTRACTOR specifying the "Commencement" (start work) date of the CONTRACT. No work is to be undertaken by the CONTRACTOR prior to the commencement date specified in the Notice to Proceed letter. HHSC is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the CONTRACTOR prior to the official, notice to proceed "Commencement" date.

SAMPLE COVER LETTER

Mr. Kawai:

(Name of Business) proposes to provide any and all goods and services as set forth in the “Request for Proposal” to provide a comprehensive modernization/replacement of Trotter, Sinclair, and Atherton elevators at Leahi Hospital for which fees/costs have been set. The fees/costs offered herein shall apply for (Please insert applicable period of time) .

It is understood and agreed that (Name of Business) have read HHSC’s Scope of Services described in the RFP and that this proposal is made in accordance with the provisions of such Scope of Services. By signing this proposal, (Name of Business) guarantee and certify that all items included in this proposal 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 RFP; and comply with all terms and conditions indicated in the RFP; and at the fees/costs set forth in this proposal. The following individual(s) may be contacted regarding this proposal:

_____ (Name of Business) is a: Sole Proprietor
Partnership Corporation Joint Venture Other _____ (Specify)

Business Address: _____

Business Phone Number: _____

E-mail address: _____

Federal TAX ID #: _____

Hawaii GET Lic ID #: _____

State of Incorporation is: (Specify) _____

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)