

REQUEST FOR PROPOSAL

RFP No:
HHSC FY 23L-1010

TO PROVIDE:

Leahi Hospital Wheelchair and Passenger Bus

Leahi Hospital
3675 Kilauea Avenue
Honolulu, Hawaii 96816

Hawaii Health Systems Corporation
An Agency of the State of Hawaii

October 12, 2023

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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 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	October 12, 2023
2. Closing Date for Receipt of Questions	October 20, 2023
3. Closing Date for Receipt of Proposals	November 7, 2023 by 2:00 p.m.
4. Estimated Proposal Evaluations	November 8-17, 2023
5. Contractor Selection/Award Notification (on/about)	November 18, 2023

1.2 AUTHORITY

This RFP is issued under the provisions of 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
Hawaii Health Systems Corporation
Leahi Hospital - Contracts Department
3675 Kilauea Avenue
Honolulu, Hawaii 96816
Phone: 832-3025
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.

SECTION 2
SCOPE OF GOODS AND SERVICES

2.0 INTRODUCTION

Leahi Hospital 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 November 7, 2023, up to 2:00 p.m. Hawaii Standard Time. Proposals may be submitted to the Leahi Hospital Business Office located on the first floor of the Administration Building, 3675 Kilauea Avenue, Honolulu, HI 96816.

Proposals via email are 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	2023 or 2024
Chassis	Ford Transit 350 HD or similar 230 AMP alternator
Model	World Trans 23T-Series or similar (No CDL Requirement)
Color	White
Engine	3.7L 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 (75,000 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 or fold-away seats Retractable seat belts Driver’s air bag Reverse back up camera Options for additional cameras if applicable
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

Miscellaneous	Complete body undercoating 5/8" Exterior Grade Plywood Sub Floor Large exterior side rear view mirrors Fire extinguisher First-Aid kit
Wheelchair Accessibility	Double wheelchair lift doors (passenger side rear) Braun wheelchair lift w/ 34" x 54" (or larger) platform or similar Lift seat belt Lift interlock Interior and exterior lights at lift door

Please provide estimated delivery date of vehicle based on Contract award date on November 18, 2023.

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 Leahi Hospital. 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 comply with all applicable County, State, and Federal laws regarding the sale of the described passenger vehicle. 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 Department
Re: RFP No. HHSC FY 23L-1010
Leahi Hospital
3675 Kilauea Avenue
Honolulu, Hawaii 96816

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.

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 (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.

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 notification to the unsuccessful OFFERORS.

BID FORM

RFQ No. 23L-1010 Leahi Hospital Wheelchair and Passenger Bus

TO: Scott Kawai, Contracts Department

FROM: _____

SUBJECT: RFQ No. 23L-1010 Leahi Hospital Wheelchair and Passenger Bus

After carefully examining the RFQ No. 23L-1010, 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. 23L-1010 Leahi Hospital 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)

