

EAST HAWAII REGION of the HAWAII HEALTH SYSTEMS CORPORATION

Date: April 14, 2020

To: Potential Vendors

Subject: **<REVISED> Request for Quotations: 20-0385 As-Needed Phone and Data Line Installation Services**

The East Hawaii Region of the Hawaii Health Systems Corporation (HHSC), an Agency of the State of Hawaii, is soliciting quotations for As Needed Phone and Data Line Installation Services for its three facilities; Hilo Medical Center, Hale Ho'ola Hamakua, and Ka'u Hospital. Please review the minimum qualifications and scope of services below and if your firm is interested in providing a quotation, submit your quotation no later than Wednesday, April 29, 2020 @ 2:00 PM HST. Questions can be directed to Jeffrey E. Dansdill, Senior Contracts Manager at jedansdill@hhsc.org or 808-932-3112. There should be no other contact with HHSC regarding the procurement of these services during this solicitation process.

A. Services Requested

HHSC is seeking contractors who can provide copper, fiber optic and other data and voice cabling, ancillary equipment to support data and/or voice applications and related services. Services may include, but are not limited to:

1. Inside HHSC premises
2. Between HHSC facilities
3. Preventive and routine maintenance services
4. Emergency maintenance services

HHSC reserves the right to order these services that may be required during the contract period, and it also reserves the right not to order the services bid upon by the Contractor, if it is found that such services are not required by HHSC during the period covered by this contract.

B. The quotation is to address and contain, at a minimum, the following:

1. Provide a brief description of bidder's background, organizational history and description of staff (number of technicians, project managers, etc.) with the RFQ submission.
2. A list of relevant experience of the company with similar projects demonstrating meeting the minimum experience requirement, including providing three (3) references of similar work being performed;
3. A price proposal for the requested services; and

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4. Written acknowledgement agreeing to provide the services and verifying the firm is qualified pursuant to requirements of the Scope of Services.

C. Minimum Qualifications

1. The Contractor shall have a minimum of three (3) years providing similar type services as requested within this RFQ document, for large sized organization such as government entities or commercial centers.
2. The Contractor shall have adequately trained staff for the work described herein. A listing of staff that would be assigned to work at HHSC facilities, along with their qualifications and certifications (if any), shall be included with their quote.

D. Scope of Services

1. Upon request by HHSC, visit any proposed jobsite for the purpose of furnishing written estimates. The written estimate shall include detailed information as to the work to be performed, costs, cable routes, supplies to be used, start date, completion date and other details relevant to the project at hand.
2. Respond and provide such request for estimates as indicated in proposal response at no cost to HHSC.
3. All materials and installations proposed and installed must meet ANSI/TIA/EIA-568-B and BICSI standards.
4. The Contractor shall follow, comply with, and adhere to all East Hawaii Region Policies and Procedures, including but not limited to:
 - a. Vendor and Contractor Visit Requirements (5355322)
 - b. HHSC East Hawaii Network Cable Policy (6244726)
 - c. Contractor / Sub-Contractor Safety & Environmental Practices at HMC (5670416)
5. The Contractor shall provide qualified staff; meaning the personnel provided by the Contractor, in the sole discretion of HHSC, possess and demonstrate technical skills, communication skills, experience and the ability to work well with the project team. Should the Contractor fail to provide qualified staff, HHSC may request prompt replacement of Contractor's personnel with qualified staff acceptable to HHSC.

E. Acceptance Testing

1. Prior to final acceptance of any work, HHSC reserves the right to require that the Contractor conduct and successfully complete acceptance testing.

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F. Protection of Property

1. All existing structures, utilities, services, roads, trees, walkways, shrubbery, etc. located on HHSC property shall be protected against damage or interrupted services at all times by the Contractor during the term of this contract. The Contractor shall be held responsible for repairing or replacing any and all property that is damaged by reason of the Contractor's operation on the property to the satisfaction of HHSC.

G. Sub-Contractors

1. As part of its Proposal, Contractor shall be required to identify any and all known sub-contractors that it plans to use in the performance of the contract. The Contractor shall identify the capabilities, experience and portion of the work to be performed by the sub-contractor(s). The competency of the sub-contractor(s) with respect to skill, responsibility and business standing shall be considered by HHSC when making the award.

H. Pricing and Term

1. The Term of the Contract shall be for a period of one (1) year in an anticipated Not-To-Exceed Amount of \$100,000.00. The Contract may be extended for two (2) additional, one (1) year periods at the sole discretion of HHSC, and upon execution of a supplemental Agreement signed by both parties.
2. Nevertheless, it shall be understood and agreed that any required warranty period which exceeds this term shall remain in full force for the duration of the warranty period.
3. Provide pricing for a cost per drop in accordance with the requirements of this Request for Quotations, based on the following drop lengths:
 - a. 0-100 feet
 - b. 101-200 feet
 - c. 201-300 feet
4. Provide an hourly rate for telephone trouble shooting service calls.
5. For work/pricing not specified in Sections 3 and 4 above, provide the following hourly labor rates and equipment/supply markup for the term of the Contract:
 - a. Regular Time
 - b. Overtime (Specify the hours of the day / days that would qualify as Overtime)
 - c. Holiday Time
 - d. Markup percentage on all equipment /supplies / etc. that will be quoted.

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6. No additional mark up and/or charges, besides General Excise Tax will be permitted on the quote / invoice.

I. Quote Submission

1. Interested vendors are to submit their complete quotation no later than Wednesday, April 29, 2020 @ 2:00 PM HST to the following file share address (PREFERRED):
<https://hawaiihealthsystemcorporation.sharefile.com/r-r614436629c54afb9>
2. Alternatively, hardcopy quotations may be delivered to Jeffrey E. Dansdill, Senior Contracts Manager East Hawaii Region, HHSC, 1190 Waianuenue Ave., Hilo, HI 96720. An electronic copy of the quotation on a USB drive shall be included.

J. Vendor Selection

1. Quotations received will be reviewed on a "Best Value" basis with the contract award being offered to the vendor whose quote is deemed to be in the best interest of Hilo Medical Center. Vendor selection will be based on the following criteria:
 - a. Firm's qualifications and experience
 - b. Qualifications, experience and location of key installation technicians
 - c. Price/fee response
 - d. Value-Added
 - e. References

K. General Conditions

1. Attached are the General Conditions, Attachment 1 which will be a part of the subsequent contract that may be awarded. These are included for your review.

Thank you for your time in reviewing this quotation request, and we look forward to receiving your submittal.

Sincerely,



Jeffrey E. Dansdill
Senior Contracts Manager