



Date: April 7, 2025
To: Potential Vendors
Subject: Request for Quotations FY 25-0380

The East Hawaii Region, d.b.a. Hilo Benioff Medical Center (“HBMC”), a division of the Hawaii Health Systems Corporation, an Agency of the State of Hawaii, is soliciting quotations for:

“Parking Lot Gravel- Mohouli”

The East Hawaii Region of the Hawaii Health System Corporation (HHSC) is seeking a contractor to gravel a parking lot of approximately 11,600 square feet located at 45 Mohouli Street, Hilo, Hawaii 96720.

A Pre-Proposal Meeting will be held at 45 Mohouli Street, Hilo, Hawaii, on Tuesday, April 15 at 9:30 AM HST. The meeting is not mandatory, but the potential respondents will be able to view the project areas. Please email Mai Cha at mcha@hpsc.org if you are planning in attending.

If your company is interested in providing a quotation, please provide a written quotation and response no later than **April 23, 2025 by 4:30 PM HST, DATE.** The quotation must address and contain, at a minimum, the following:

1. A list of relevant experience with similar projects demonstrating a minimum of three (3) years of providing services for similar sized projects, preferably for a healthcare or government client.
2. Written acknowledgement agreeing to provide the services and stating that you or your firm are qualified pursuant to requirements of the Scope of Services.
3. Provide an overview detailing how the Scope of Services will be performed.
4. A detailed cost quotation outlining all costs, broken out by line item, with a lump-sum amount to perform the services.
5. A project timeline that aligns with project completion by or before June 23, 2025.

1.0 The Project’s **SCOPE OF SERVICES** is as follows:

1.1 The Contractor shall provide all materials and labor for gravel as follows:

- 1.1.1 The scope of work includes, but not limited to, clearing of vegetation, weed control, and removal of debris.



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- 1.1.2 Spread and compact 4" of aggregate base course, new gravel walkway and all other miscellaneous and appurtenances necessary to complete the work.
 - 1.1.3 Optional Stone Wall and Fence: The Contractor shall repair and make safe 4' cut portions of stonewall and fence and add in a chain link gate to close off 4' cut out. Additionally, the contract shall provide a separate cost breakdown for this option.
- 2.0 The **CONTRACTOR'S REQUIREMENTS** are as follows:
- 2.1 Perform a field investigation of the project premises to verify existing conditions affecting the work prior to commencing any work.
 - 2.2 The project must be completed by June 23, 2025. Contractor shall provide a project timeline of the entire project from inception to completion.
 - 2.3 Coordinate all work with the chosen construction firm.
 - 2.4 Ensure that all work and material shall conform to the applicable portions of the following codes, most recent edition, unless noted, including but not limited to the following list:
 - A. Uniform Building Code;
 - B. Uniform Plumbing Code;
 - C. Uniform Mechanical Code;
 - D. National Fire Protection Association NFPA 101 Life Safety Code
 - E. Federal, State and County Public Health Codes;
 - F. Underwriters Laboratories; and
 - G. Facility Guideline Institute, 2014



Vendor Name: _____

3.0 The requested **PRICING AND COMPENSATION** is as follows:

3.1 Pricing Schedule: In accordance with the attached Specifications, General Conditions, Special Conditions, and all information contained within, the Offeror submits a Total Not To Exceed Price for the "Parking Lot Gravel- Mohouli" project including all applicable taxes as follows:

_____ DOLLARS(\$ _____)

Offeror is requested to provide a price breakdown of their lump sum price and a separate price for Optional Stone Wall and Fence as indicated above.

3.2 The successful Contractor shall invoice HBMC, at a minimum, monthly for their services, or in a manner mutually agreeable to both parties. This will include a report outlining the hours expended and remaining per task.

4.0 GENERAL REQUIREMENTS:

4.1 Quotations are to be addressed to:

HHSC / Hilo Benioff Medical Center
Contract Management
1190 Waianuenue Avenue
Hilo, Hawaii 96720
Attn: Mai Cha, Contracts Analyst

4.2 Quotations should be submitted via email to mcha@hhsc.org or facsimile (808-933-2973) prior to the due date and time. HBMC will not provide any reimbursement for the cost of developing or presenting quotes in response to this RFQ. In the event a proposal size exceeds 20mb, contact Mai Cha for submittal via a Sharefile link.

4.3 Included for your review are the Construction Special Conditions which will be part of any



subsequent contract that may be awarded.

5.0 VENDOR SELECTION

- 5.1 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 HMC. Vendor selection will be based on the following criteria:
- A. Firm’s qualifications and experience
 - B. Qualifications, experience and location of key technicians
 - C. Price/fee response
 - D. Value-Added
 - E. References (If requested)

Please direct all inquiries pertaining to this request for quotation to my attention via email at mcha@hhsc.org. We hope your company will consider submitting a proposal.

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Regards,

Mai Cha
Contracts Analyst
East Hawaii Region

Enclosures



HILO BENIOFF MEDICAL CENTER
HONOKA`A HOSPITAL
KA`U HOSPITAL
Y. OKUTSU STATE VETERANS HOME

Contracts Management

EXHIBIT A

Parking lot





**SMALL PURCHASE
CONSTRUCTION SPECIAL CONDITIONS**

v08/15/22

The Hawaii Health Systems Corporation General Conditions (Short Form) shall be amended to include the following Special Conditions. In the event of a conflict between the General Conditions, Special Conditions, or Contractor's Proposal Terms (if any), these Special Conditions shall control.

1.0 Definitions

- A. "Construction" means the process of building, altering, repairing, improving, or demolishing any public structure or building, or other public improvements of any kind to any public real property. The term includes the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.

2.0 Labor and Wage Certification - In accordance with HRS 104 Wages and Hours of Employment on Public Works Construction Projects in excess of \$2,000, the CONTRACTOR will comply with the requirements of chapter 104 and certifies that:

- A. Individuals engaged in the performance of the work on the job site shall be paid not less than wages that the Director of Labor and Industrial Relations shall have determined to be prevailing for corresponding classes of laborers and mechanics employed on public works projects including any periodic adjustments to the prevailing wages during the performance of the purchase order;
- B. Overtime compensation shall be at one and one-half times the basic hourly rate plus fringe benefits for hours worked on Saturday, Sunday, or legal holiday of the State or in excess of eight hours on any other day; and
- C. All applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety shall be fully complied with.

3.0 Contractor and Subcontractor Listing

- A. The CONTRACTOR agrees the list provided to HHSC, due five (5) business days prior to work being completed, is a complete listing of all joint contractors or subcontractors covered under Chapter 444 HRS, who will be engaged by the CONTRACTOR on this project to perform the required work indicated pursuant to HHSC Policies. The CONTRACTOR certifies that it and its listed subcontractors or joint contractors together hold all licenses



necessary to complete the Work, and understands that failure to comply with this requirement may be just cause for termination of the purchase order.

- B. 'A' General Engineering Contractors and 'B' General Building Contractors are reminded that due to the Hawaii Supreme Court's January 28, 2002 decision in *Okada Trucking Co., Ltd. v. Board of Water Supply, et al.*, 97 Haw. 450 (2002), they are prohibited from undertaking any work, solely or as part of a larger project, which would require the general contractor to act as a specialty contractor in any area in which the general contractor has no license. This work must be performed by appropriately licensed entities. It is the sole responsibility of the CONTRACTOR to review the requirements of this Project and determine the appropriate licenses that are required to complete the Project.
- C. The CONTRACTOR, five (5) business days prior to any work being completed, shall provide the complete firm name, license number and nature and classification description by each joint contractor or subcontractor. For projects with Alternate(s), Contractors shall provide to HHSC a supplementary schedule and list the Joint Contractor or Subcontractor who will be engaged for the respective Alternate Work. Do not include any Joint Contractor or Subcontractor previously listed.
- D. The CONTRACTOR shall list only one joint contractor or subcontractor per required specialty contractor's license.
- E. All joint contractors or subcontractors are subject to HHSC's approval, and HHSC shall have the right to refuse, in its discretion, any joint contractor or subcontractor named by the CONTRACTOR. HHSC shall discuss any refusal of a joint contractor or subcontractor with the CONTRACTOR and shall assist the Contractor in naming a replacement acceptable to HHSC.

4.0 Payment Procedures

- A. Invoice(s) required. All payments under this purchase order shall be made only upon submission by the CONTRACTOR of an invoice specifying the amount due and certifying that services requested under the purchase order have been performed by the CONTRACTOR according to the Scope or Work.
- B. Prompt payment.
 - 1. Any money, other than retainage, paid to the CONTRACTOR shall be disbursed to subcontractors within ten (10) days after receipt of the money in accordance with the terms of the subcontract; provided that the subcontractor has met all the terms and conditions of the subcontract and there are no bona fide disputes.



2. Upon final payment to the CONTRACTOR, full payment to the subcontractor, including retainage, shall be made within ten (10) days after receipt of the money; provided that there are no bona fide disputes over the subcontractor's performance under the subcontract.
3. Payment only for work under Purchase Order. HHSC is not responsible to pay for work performed by CONTRACTOR or its subcontractors that is not in this Purchase Order and any amendments or change orders thereto. All CONTRACTORS must have proper authorization before performing work outside the original Scope of Work.

5.0 HHSC Policies and Procedures - The CONTRACTOR shall comply with Hilo Medical Center policies and procedures, including but not limited to:

- A. Vendor and Contractor Requirements
- B. Contractor / Subcontractor Safety & Environmental Practices at HMC (850-122-26)
- C. Construction and Renovation (800-125-30)
- D. Outside Contractors Working on the Facility (743-150-08)
- E. Outside Contractors – Hazard Communications Program (743-150-07)

6.0 Protection of Property - All existing structures, utilities, services, walls, flooring, etc. located on HHSC property shall be protected against damage or interrupted services at all times by the CONTRACTOR during the term of this purchase order. 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.

7.0 Certification for Safety and Health Programs for Work of \$100,000 or more - In accordance with HRS 396-18, the CONTRACTOR certifies that its organization will have a written safety and health plan for this Project that will be available and implemented by the date the work is authorized to begin. Details of the requirements of this plan may be obtained from the Department of Labor and Industrial Relations, Occupational, Safety and Health Division (HIOSH).

8.0 HRS Compliance - For purchase orders of \$25,000 or more, the CONTRACTOR shall comply with the following chapters of the Hawaii Revised Statutes (HRS): Chapter 237 HRS (general excise tax); Chapter 383 HRS (employment security - unemployment insurance); Chapter 386 HRS (workers compensation); Chapter 392 (temporary disability insurance); Chapter 393 HRS (pre-paid health care); and shall be incorporated or organized under the laws of the State, or be registered to do business in the State as a separate branch or division that is capable of fully performing under the purchase order.

9.0 Campaign Contributions by State and County Contractors – The CONTRACTOR is hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract



if the contractors are paid with funds appropriated by a legislative body. For more information, please consult with the State of Hawaii Campaign Spending Commission.

- 10.0 Technical Representatives** - The HHSC Technical Representative shall have the right to oversee the successful completion of the purchase order's requirements, including monitoring, coordinating and assessing the CONTRACTOR'S performance; and approving completed work/services with verification of same for the CONTRACTOR'S invoices.
- A. The Technical Representative also serves as the point of contact for the CONTRACTOR for "Technical" matters (non-contractual) from award to purchase order completion. The Technical Representative will be appointed prior to the work commencing on the project.
 - B. All change order proposals are to be sent to the Technical Representative and applicable Contract Manager. No additional work or changes to the Contract shall be authorized without a fully executed contract amendment signed by both parties.
- 11.0 Exemption From Hawaii Revised Statutes Chapter 103D** – The East Hawaii Region of HHSC is exempt from HRS Chapter 103D for this purchase order. References to sections of that statute or related administrative rules do not evidence intent to waive the exemption. References to the statute and rules herein are for convenience where it is our intent to incorporate some of the language of the referenced statute or rules as a matter of policy.