

Security Guard Services for Designated Facilities and Properties for the HIARNG, State of Hawaii, Department of Defense, Hawaii Army National Guard, Job No. CA-202316

Adjutant General
State Department of Defense
3949 Diamond Head Road
Honolulu, Hawaii 96816-4495

Dear Sir:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications, and all documents attached hereto, and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

The undersigned represents: **(Check \checkmark one only)**

- A **Hawaii business** incorporated or organized under the laws of the State of Hawaii; **OR**
- A **Compliant Non-Hawaii business** not incorporated or organized under the laws of the State of Hawaii. Business shall be registered prior to award at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii.

State of incorporation: _____

Offeror is:

- Sole Proprietor Partnership Corporation Joint Venture
- Other _____

Federal I.D. No.: _____

Hawaii General Excise Tax License I.D. No.: _____

Payment address (if other than street address below): _____

City, State, Zip Code: _____

Business address (street address): _____

City, State, Zip Code: _____

Respectfully submitted:

Date: _____

(x) _____
Authorized (Original) Signature (*1)

Telephone No.: _____

Fax No.: _____

Name and Title (Please Type or Print)

E-mail Address: _____

Exact Legal Name of Company (Offeror) (*2)

(*1) Original signature in ink. If unsigned or the affixed signature is a facsimile or a photocopy, the offer shall be automatically rejected unless accompanied by other material, containing an original signature, indicating the Offeror's intent to be bound.

(*2) If Offeror is a "dba" or a "division" of a Corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

The undersigned has carefully examined the attached specifications and hereby proposes to furnish at his own expense all labor, materials, tools, and equipment necessary as shown and called for, in strict accordance with the specifications pertaining thereto, all for the LUMP SUM BID PRICE of (Including all applicable taxes, licenses charges and other costs involved.):

1) SECURITY GUARD HOURLY RATE FOR BU 03 NONSUPERVISORY EMPLOYEES SR 17:

2) SECURITY GUARD HOURLY RATE FOR BU 04 SUPERVISORY EMPLOYEES SR 17:

TOTAL LUMP SUM:

_____ DOLLARS (\$_____)

(BIDDER'S INSTRUCTIONS: Fill in the hourly security guard rates and total lump sum in numbers and write out the total lump price in words. Prices shall be written in ink or typed.)

NOTE:

1. Contract will be awarded based on lowest qualified bidder.
2. Wage Certificate forms acknowledging payments for Security Guards hourly rates listed for BU03 and BU04 must be completed and submitted with Offer Form.
3. Prior to issuance of Award, Contractor shall submit copies of valid NCIC background investigation checks; current State Guard Licenses and/or training credentials; valid State of Hawaii Type 3 driver's license; signed DA Form 5019 – Conditions of Employment for Certain Civilian Positions; and last Physical Agility Test (PAT) for the active security guard(s).
4. A Performance Bond is required and must be equivalent to 100% of the awarded contractor's contract total.
5. The price(s) listed in this Offer Form are firm and fixed for a minimum of 90 days from the date set for opening of the bids for this project unless otherwise noted above.
6. In order to execute the contract by the end of the federal fiscal year (September 30, 2023), the contractor will need to provide all documents required in the Special Provisions, Responsibility of Offerors (Page SP-1-3) within seven (7) calendar days of notification of intent to award.

7. The State reserves the right to determine the extent of the contract by selecting and/or omitting bid items (not necessarily in numerical sequence or all of the bid items in the bid schedule) to the extent required to come within the funds available for the project. The award of the contract shall be made to the responsible bidder whose aggregate total on any combination, or all of the bid items are the lowest.
8. Failure to submit complete item bids will cause the rejection of this proposal.
9. Site Visits will be held **August 9 through August 11, 2023**. See Notice to Bidders for instructions and directions.
10. All questions, requests for substitution, clarification of bidding documents and/or specifications must be received in the office listed above, via email at ernett.m.kitzmillermahui@hawaii.gov prior to **4:30 pm on August 15, 2023**.
11. Term of contract will be one (1) year (365 days) and shall commence upon issuance of the Notice to Proceed (NTP) letter.
12. **OPTION TO RENEW:** Contract may be renewed by mutual agreement for no more than four (4) one-year renewal periods.

CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS

PROHIBITED. If awarded a contract in response to this solicitation, offeror agrees to comply with HRS §11-355, which states that campaign contributions are prohibited from a State and County government contractor during the term of the contract if the contractor is paid with funds appropriated by the legislative body between the execution of the contract through the completion of the contract.

TAX CLEARANCES FROM THE STATE DIRECTOR OF TAXATION AND INTERNAL REVENUE SERVICE

Contractors are required to provide a state and federal tax clearance as a prerequisite to entering into a public contract of \$2,500 or more. To meet this requirement, all bidders shall submit valid tax clearances with their bid proposals when the bid is \$2,500 or more.

In accordance with Act 190 Amendment to HRS 103D-310(c), required as a prerequisite to entering into a contract, the contractor shall register on the Hawaii Compliance Express web site for all tax clearances by going to <http://spo.hawaii.gov> and registering there.

A Certificate of Vendor Compliance generated from this website should be included with their bid proposal. A Compliant status is required prior to awarding the contract.

Late submittals for this project will not be reviewed by the Department.

It is further understood and agreed that:

1. The Adjutant General or his designated representative reserves the right to reject any and/or all bids and waive any defects when, in his opinion, such rejection or waiver will be in the best interest of the State.
2. The award of the contract shall be conditioned upon funds being made available for these projects and further upon the right of the Adjutant General or his designated representative to hold all bids received for a period of ninety (90) days from the date of the opening thereof, unless otherwise required by law, during which time no bid may be withdrawn.
3. The liquidated damages will be a fixed sum of three hundred dollars (\$300.00) per guard or security attendant per day per violation in any event that the Contractor fails to perform in whole or in part any of the guard services specified under this contract.
4. By submitting this proposal, the undersigned is declaring his firm has not been assisted or represented on this matter by an individual who has, in a State capacity, been involved in the subject matter of this contract in the past two years.
5. Upon the acceptance of the proposal by the Adjutant General or his designated representative, the undersigned must enter into and execute a contract for the same as required by law.
6. If the lowest bid received by the State exceeds the funds available for this project, the State reserves the right to negotiate with the lowest responsible bidder as permitted under Section 103D-302, Hawaii Revised Statutes, as amended, to reduce the scope of work and award a contract therefore.
7. This contract may be awarded as an informal contract as determined by the Adjutant General or his designated representative in accordance with the applicable Hawaii Revised Statutes as amended, whereby a purchase order will be executed and used as the formal contract.
8. It is further agreed by the parties that any portion of the Contract price payable to the Contractor out of federal funds shall be paid to the Contractor only when such federal funds are received, and this contract shall not be construed as binding the State to pay said portion out of any fund other than those which are received from the Federal government.

Receipt of the following addenda issued by the Department is acknowledged by the day(s) of the receipt indicated below:

Addendum No. 1 _____ Addendum No. 2 _____
Date
Addendum No. 3 _____ Addendum No. 4 _____

It is understood that failure to receive any such addendum shall not relieve the Contractor from any obligation under this Proposal as submitted. (See Special Notice to Bidders for information regarding addenda.)

Respectfully submitted,

HAWAII GENERAL EXCISE TAX

Name of Company

I.D. NO. _____

By _____
*Signature

LICENSE CLASSIFICATION
AND/OR SUBCLASSIFICATION
NO. _____

Print Name

Title _____

Date _____

Address _____

Telephone _____

(CORPORATE SEAL)

*Please attach to this page evidence of the authority of this officer to submit bids on behalf of the Company, and also the names and residence addresses of all officers of the Company.

NOTE: Fill in all blank spaces with the information asked for or bid may be invalidated.
PROPOSAL PAGES MUST BE INTACT; MISSING PAGES MAY INVALIDATE YOUR BID.