

1 Make this Section a part of the Standard Specifications:
2

3 **"SECTION 103 - AWARD AND EXECUTION OF CONTRACT**
4
5

6 **103.01 Consideration of Proposals.** The Department will compare the
7 proposals in terms of the summation of the products of the approximate
8 quantities and the unit bid prices after the Contracts Officer opens and reads the
9 proposals. The Department will make the results immediately available to the public.
10 If a discrepancy occurs between the unit bid price and the bid price, the unit bid price
11 shall govern.
12

13 The "Buy America" provisions in the Surface Transportation Assistance Act of
14 1982 is applicable to Federal-aid projects. Bidders may submit a bid based upon the
15 furnishing and use of domestic steel or foreign steel. Manufacturing processes for
16 domestic steel shall occur in the United States.
17

18 The Department will consider the bid based on furnishing domestic steel.
19

20 The Department reserves the right to reject proposals, waive technicalities or
21 advertise for new proposals, if the rejection, waiver, or new advertisement favors
22 the Department.
23

24 **103.02 Award of Contract.** The award of contract, if it be awarded, will be made
25 within 60 calendar days after the opening of bids, to the lowest responsible
26 bidder whose proposal complies with all the requirements. The successful bidder will
27 be notified by letter mailed to the address shown in its proposal, that its proposal
28 has been accepted, and that it has been awarded the contract.
29

30 **(1) Requirement for Award.** To be eligible for award, the apparent
31 low bidder will be contacted to submit copies of the documents listed below to
32 demonstrate compliance with HRS Section 103D-310(c). The documents should be
33 submitted to the Department as soon as possible. If a valid certificate/clearance is not
34 submitted on a timely basis for award of a contract, a bidder otherwise responsive
35 and responsible may not receive the award. See also Subsection 108.03 –
36 Preconstruction Data Submittal.
37

38 **(A) Tax Clearance.** Pursuant to HRS Sections 103D-310(c), 103-53 and
39 103D-328, the successful bidder shall be required to submit a certified copy of
40 its tax clearance issued by the Hawaii State Department of Taxation (DOTAX)
41 and the Internal Revenue Service (IRS) to demonstrate its compliance with
42 HRS Chapter 237. A tax clearance is valid for six (6) months from the most
43 recent approval stamp date on the tax clearance and must be valid on the
44 bid's first legal advertisement date or any date thereafter up to the bid opening
45 date.
46

FORM A6, TAX CLEARANCE CERTIFICATE, is available at the following website:

<http://www.hawaii.gov/tax/>

To receive DOTAX Forms by fax or mail, phone (808) 587-7572 or 1-800-222-7572.

The application for the Tax Clearance Certificate is the responsibility of the bidder and must be submitted directly to the DOTAX or IRS. The approved certificate may then be submitted to the Department.

(B) DLIR Certificate of Compliance. Pursuant to HRS Section 103D-310(c), the successful bidder shall be required to submit a copy (faxed copies are acceptable) of its approved certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR) to demonstrate its compliance with unemployment insurance (HRS Chapter 383), workers' compensation (HRS Chapter 386), temporary disability insurance (HRS Chapter 392), and prepaid health care (HRS Chapter 393). The certificate is valid for six (6) months from the most recent approval stamp date on the certificate and must be valid on the bid's first legal advertisement date or any date thereafter up to the bid opening date. For certificates which receive a "pending" approval stamp, a DLIR approval stamp is required prior to the issuance of the Notice to Proceed.

FORM LIR#27, APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR, is available at the following website:

www.hawaii.gov/labor

More information is available by calling the DLIR Unemployment Insurance Division at (808) 586-8926.

Inquiries regarding the status of a LIR#27 Form may be made by calling the DLIR Disability Compensation Division at (808) 586-9200.

The application for the Certificate of Compliance is the responsibility of the bidder and must be submitted directly to the DLIR. The approved certificate may then be submitted to the Department.

(C) DCCA Certificate of Good Standing. Pursuant to HRS Section 103D-310(c), the successful bidder shall be required to submit a copy (faxed copies are acceptable) of its approved Certificate of Good Standing issued by the Hawaii State Department of Commerce and Consumer Affairs (DCCA), Business Registration Division (BREG) to demonstrate that it is either:

- (1) Incorporated or organized under the laws of the State; or

93
94 **(2)** Registered to do business in the State as a separate branch or
95 division that is capable of fully performing under the contract.
96

97 The Certificate of Good Standing is valid for six (6) months from the
98 approval date on the certificate and must be valid on the bid's first legal
99 advertisement date or any date thereafter up to the bid opening date. A
100 Hawaii business that is a sole proprietorship, however, is not required to
101 register with the BREG, and therefore not required to submit a Certificate of
102 Good Standing. Bidders are advised that there are costs associated with
103 registering and obtaining a Certificate of Good Standing from the DCCA.
104

105 To purchase a CERTIFICATE OF GOOD STANDING, go to On-Line
106 Services at the following website:

107
108 www.hawaii.gov/dcca/
109

110 The application for the Certificate of Good Standing is the responsibility
111 of the bidder and must be submitted directly to the DCCA. The approved
112 certificate may then be submitted to the Department.
113

114 **(D) Hawaii Compliance Express (HCE).** In lieu of the certificates
115 referenced above, the bidder may make available proof of compliance through
116 the Hawaii Compliance Express or any other designated certification process.
117 Bidders may apply and register at the "Hawaii Compliance Express" website:
118

119 **103.03 Cancellation of Award.** The Department reserves the right to cancel the
120 award of contracts before the execution of said contract by the parties. There
121 will be no liability to the awardee and to other bidders.
122

123 **103.04 Return of Proposal Guaranty.** The Department will return the
124 proposal guaranties, except those of the three lowest bidders, after the
125 Department checks the proposals. The Department will return the proposal
126 guaranties of the remaining two lowest bidders not awarded the contract within
127 five working days following the execution of the contract. The Department will return
128 the successful bidder's proposal guaranty after the successful bidder furnishes a
129 bond and executes the contract.
130

131 **103.05 Requirement of Contract Bond.** At the time of execution of the contract,
132 the successful bidder shall file a good and sufficient performance bond and a
133 payment bond on the forms furnished by the Department conditioned for the full
134 and faithful performance of the contract in accordance with the terms and intent
135 thereof and for the prompt payment to all others for all labor and material furnished
136 by them to the bidder and used in the prosecution of the work provided for in the
137 contract. The bonds shall be of an amount equal to 100 percent of the amount of
138 the contract price and include 5 percent of the contract amount estimated to be

required for extra work. The bidder shall limit the acceptable performance and payment bonds to the following:

(a) Legal tender;

(b) Surety bond underwritten by a company licensed to issue bonds in the State of Hawaii; or

(c) A certificate of deposit; share certificate; cashier's check; treasurer's check, teller's check drawn by or a certified check accepted by and payable on demand to the State by a bank savings institution or credit union insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA).

1. The bidder may use these instruments only to a maximum of \$100,000.

2. If the required security or bond amount totals over \$100,000 more than one instrument not exceeding \$100,000 each and issued by different financial institutions shall be acceptable.

Such bonds shall also by the terms inure to the benefit of any and all persons entitled to file claims for labor done or material furnished in the work so as to give them a right of action as contemplated by HRS Section 103D-324.

103.06 Execution of the Contract. The contract bond and HRS Chapter 104 - Compliance Certificate, similar to a copy of the same annexed hereto, shall be executed by the successful bidder and returned within ten days after the award of the contract or within such further time as the Director may allow after the bidder has received the contract for execution.

The contract shall not bind the Department unless said parties execute the contract and the Director of Finance endorses the bidder's certificate in accordance with HRS Section 103-39.

103.07 Failure to Execute Contract. Failure to execute the contract and file acceptable bonds shall be cause for the cancellation of the award in accordance with Subsection 103.06 - Execution of the Contract. Also, the Contractor forfeits the proposal guaranty which becomes the property of the Department. This is not a penalty, but liquidated damages sustained by the State. The Department may then make award to the next lowest responsible bidder or the Department may readvertise and construct the work under contract."

END OF SECTION 103