

1 **SECTION 103 - AWARD AND EXECUTION OF CONTRACT**

2
3 Make the following amendments to said Section:

4
5 **(I) Amend 103.01 Consideration of Proposal** to read as follows:

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

13
14 The Department reserves the right to reject proposals, waive technicalities
15 or advertise for new proposals, if the rejection, waiver, or new advertisement
16 favors the Department."

17
18 **(II) Amend 103.03 Award of Contract** to read as follows.

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20 **"103.03 Award of Contract.** The award of contract, if it be awarded, will
21 be made within 60 calendar days after the opening of bids, to the lowest
22 responsible bidder whose proposal complies with all the requirements. The
23 successful bidder will be notified by letter mailed to the address shown on his/her
24 proposal, that his/her proposal has been accepted, and that he/she has been
25 awarded the contract.

26
27 **(1) Requirement for Award.** To be eligible for award, the
28 apparent low Bidder will be contacted to submit copies of the
29 documents listed below to demonstrate compliance with Section
30 103D-310(c), HRS. The documents should be submitted to the
31 Department as soon as possible. If a valid certificate/clearance is not
32 submitted on a timely basis for award of a contract, a Bidder
33 otherwise responsive and responsible may not receive the award.

34
35 **(A) Tax Clearance.** Pursuant to §§103D-310(c), 103-53 and 103D-328,
36 HRS, the successful bidder shall be required to submit a certified copy of its
37 tax clearance issued by the Hawaii State Department of Taxation (DOTAX)
38 and the Internal Revenue Service (IRS) to demonstrate its compliance with
39 Chapter 237, HRS. The tax clearance is valid for 6 months from the most
40 recent approval stamp date on the tax clearance. The tax clearance must
41 be valid on the bid's first legal advertisement date or any date thereafter up
42 to the bid opening date.

43
44 DOTAX Website (Forms & Information):
45 <http://www.state.hi.us/tax/alphalist.html#a>

46
47 To receive DOTAX Forms by Fax or mail, phone
48 (808)587-7572 or 1-800-222-7572.
49

50 The application for the clearance is the responsibility of the bidder,
51 and must be submitted directly to the DOTAX or IRS and not to the
52 Department.
53

54 **(B) DLIR Certificate of Compliance.** Pursuant to §103D-310(c), HRS,
55 the successful bidder shall be required to submit a copy (faxed copies are
56 acceptable) of its approved certificate of compliance issued by the Hawaii
57 State Department of Labor and Industrial Relations (DLIR) to demonstrate its
58 compliance with unemployment insurance (Chapter 383, HRS), workers'
59 compensation (Chapter 386, HRS), temporary disability insurance (Chapter
60 392, HRS), and prepaid health care (Chapter 393, HRS). The certificate is
61 valid for 6 months from the most recent approval stamp date on the
62 certificate. The DLIR certificate must be valid on the bid's first legal
63 advertisement date or any date thereafter up to the bid opening date. For
64 DLIR certificates which receive a "pending" approval stamp, a DLIR approval
65 stamp is required prior to the issuance of the Notice to Proceed.
66

67 The 'APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH
68 SECTION 3-122-112, HAR', Form LIR#27 is available at the following
69 website: www.dlir.state.hi.us
70

71 The form is also available at the DLIR Administrative Services Office,
72 phone no. (808)586-8888 and fax no. (808)586-8899, or any of its District
73 Offices. The DLIR will return the form to the bidder who in turn shall submit
74 a copy to the Department.
75

76 The application for the certificate is the responsibility of the bidder,
77 and must be submitted directly to the DLIR and not to the Department.
78

79 **(C) DCCA Certificate of Good Standing.** Pursuant to §103D-310(c),
80 HRS, the successful bidder shall be required to submit a copy (faxed copies
81 are acceptable) of its approved Certificate of Good Standing issued by the
82 Hawaii State Department of Commerce and Consumer Affairs (DCCA),
83 Business Registration Division (BREG) to demonstrate that it is either:
84

85 **(1)** Incorporated or organized under the laws of the State; or
86

87 **(2)** Registered to do business in the State as a separate branch or
88 division that is capable of fully performing under the contract.
89

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

To obtain this certificate, go online to: www.BusinessRegistrations.com and follow the prompt instructions. To register or to obtain a certificate by phone, call (808)586-2727 (M-F 7:45 am to 4:30 pm Hawaii Standard Time).

The application for the DCCA certificate is the responsibility of the bidder, and must be submitted directly to the DCCA and not to the Department."

(III) Amend **103.06 Requirement of Contract Bond** to read as follows:

"103.06 Requirement of Contract Bond. At the time of execution of the contract, the successful bidder shall file a good and sufficient performance bond and a payment bond on the forms furnished by the Department (see attached) conditioned for the full and faithful performance of the contract according to the terms and intent thereof and for the prompt payment to all others for all labor and material furnished by them to the bidder and used in the prosecution of the work provided for in the contract. The bonds, each of which shall be of an amount equal to 100% of the amount of the contract price and including 5% 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 Section 103D-324, HRS."

(IV) Amend **103.07 Execution of the Contract** by revising the first paragraph to read as follows:

147 **"103.07 Execution of Contract.** The contract bond and 'Chapter 104, HRS
148 Compliance Certificate, similar to a copy of the same annexed hereto, shall be
149 executed by the successful bidder and returned within ten days after the award of
150 the contract or within such further time as the Director may allow after the bidder
151 has received the contract for execution."
152

153 **(V) Amend 103.09 Submission of Insurance Certification** to read as follows:
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155 **"103.09 Insurance Requirements.**
156

157 **(A) Obligation of Contractor.** Contractor shall obtain all required
158 insurance as part of the contract price. The Contractor shall not commence
159 any work until it obtains all required insurance. All required insurance
160 must be maintained with a company authorized by law to issue such
161 insurance in the State of Hawaii. The Contractor shall maintain all
162 insurance until final acceptance of the work by the State.
163

164 A certificate of insurance shall identify if the insurance company is a
165 "captive" insurance company or a "Non-Admitted" carrier to the State of
166 Hawaii. The Best's rating must be stated for the "Non-Admitted" carrier.
167 Certificates shall contain a provision that coverages being certified will not
168 be cancelled or materially changed without giving the Engineer at least 30
169 days prior written notice by registered mail. If the State and its officers and
170 employees are to be Additional Insureds on any of the required insurance, it
171 shall be so noted on the certificate. Should any policy be cancelled before
172 final acceptance of the work by the State, and the Contractor fails to
173 immediately procure replacement insurance as specified, the State, in
174 addition to all other remedies it may have for such breach, reserves the right
175 to procure such insurance and deduct the cost thereof from any money due
176 to the Contractor.
177

178 Nothing contained in these insurance requirements is to be construed
179 as limiting the extent of Contractor's responsibility for payment of damages
180 resulting from its operations under this contract, including the Contractor's
181 obligation to pay liquidated damages, nor shall it affect the Contractor's
182 separate and independent duty to defend, indemnify and hold the State and
183 its officers and employees, harmless pursuant to other provisions of the
184 contract documents. The State's exercise of an option to occupy and use
185 portions of the work does not relieve the Contractor of its obligation to
186 maintain the required insurance until the date of final acceptance.
187

188 All insurance described herein shall be primary and cover the insured
189 for all work to be performed under the contract, including changes, and all
190 work performed incidental thereto or directly or indirectly connected
191 therewith, including but not limited to traffic detours, barricades, warnings,
192 diversions, lane closures and other work performed outside the work area.

193 Upon request, the Contractor shall furnish the Engineer, a copy of
194 required policies or other proof of coverage satisfactory to the Engineer, of
195 each type of insurance covering the work. Failure to comply with the
196 Engineer's request may result in suspension of the work, and shall be
197 sufficient grounds to withhold future payments due the Contractor and to
198 terminate the contract for the Contractor's default.
199

200 **(B) Types of Insurance.** Contractor shall purchase and maintain
201 insurance described below:
202

203 **(1)** Commercial General Comprehensive Personal Injury and
204 Property Damage Liability insurance with the following minimum limits
205 of liability:
206

207 Products - Completed/Operations Aggregate \$2,000,000
208

209 Personal and Advertising Injury \$2,000,000
210

211 Bodily Injury and Property Damage \$2,000,000 each occurrence
212

213 The State of Hawaii, its officers and employees, shall be as
214 additional insureds under these coverages.
215

216 **(2)** Automobile Liability insurance with the following minimum
217 limits of liability:
218

219 Bodily Injury Liability \$1,000,000 (Per accident)
220

221 Property Damage Liability \$1,000,000
222

223 The State of Hawaii, its officers and employees, shall be as
224 additional insureds under these coverages.
225

226 **(3)** Workers' Compensation insurance coverage for all persons
227 whom the Contractor and all its subcontractors they employ in
228 carrying out the work under this contract. This insurance shall be in
229 strict conformity with the requirements of the most current and
230 applicable State of Hawaii Worker's Compensation Insurance laws in
231 effect on the date of the execution of this contract and as modified
232 during the duration of the contract
233

234 **(4)** Builder's Risk Insurance during the progress of the work and
235 until final acceptance by the Engineer. It shall be "All Risk"
236 (including but not limited to earthquake, windstorm and flood
237 damage) completed value insurance coverage on all completed work
238 and work in progress to the full replacement value thereof. Such

insurance shall include the State as an additional insured under these coverages. The Contractor shall submit to the Engineer for its approval all items deemed to be uninsurable. The policy may provide for a deductible in an amount of up to 25 percent of the amount insured by the policy. With respect to all losses up to any deductible amount, the relationship between the Contractor and the State shall be that of insurer and additional insured as if no deductible existed.

(C) Breach of Duty by Contractor or Insurer. If the Contractor and/or its insurer wrongfully fails to defend and/or indemnify the State of Hawaii, its officers and employees, against any claims, the State may bar or suspend the Contractor and/or its insurance company from bidding, working on construction projects, and/or providing insurance on State construction projects.

The State may exercise these remedies in addition to other legal or equitable remedies it may have against the Contractor and/or insurer.

(D) Subcontractor Insurance. The Contractor shall either:

(1) Require its subcontractors to procure and to maintain during the life of its subcontract, subcontractor's comprehensive general liability, automobile liability and property damage liability insurance of the type and in the same amounts specified herein and further require that such coverage be required by its subcontractors from all lower tier subcontractors;

(2) Insure the activities of its subcontractors and their lower tier subcontractors in its own policy.

(E) Self-Insured Retention. The Contractor shall be permitted, in cooperation with its insurers, to maintain a self insured retention for up to 25 percent of the per occurrence combined single limits of the commercial general liability and the automobile liability policies required by the contract documents. The existence of the self insured retention must be noted on the certificate of insurance coverage submitted to the State or else it will be understood that the insurer is providing first dollar coverage for all claims. For all claims within the self-insured retention amount, the rights, duties and obligations between the Contractor and the State shall be identical to that between a liability insurer and the state, as an additional insured, as if there was no self-insured retention."

END OF SECTION