

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

3 **“SECTION 103 - AWARD AND EXECUTION OF CONTRACT**  
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6 **103.01 Consideration of Proposals.** The Department will compare the  
7 proposals in terms of the summation of the products of the approximate quantities  
8 and the unit bid prices after the submittal date and time established in HlePRO. If  
9 a discrepancy occurs between the unit bid price and the bid price, the unit bid price  
10 shall govern.  
11

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

17 The Department reserves the right to reject proposals, waive technicalities  
18 or advertise for new proposals, if the rejection, waiver, or new advertisement favors  
19 the Department.  
20

21 **103.02 Award of Contract.** The award of contract, if it be awarded, will be  
22 made within 60 calendar days after the opening of bids, to the lowest responsible  
23 and responsive bidder whose proposal complies with all the prescribed  
24 requirements. The Department may request the bidders to allow the Department  
25 to consider the bids for the issuance of an award beyond the 60-calendar day  
26 period. Agreement to such an extension must be made by a bidder in writing. Only  
27 bidders who have agreed to such an extension will be eligible for the award.  
28  
29

30 **(1) Requirement for Award.** The Bidder, as proof of compliance  
31 with the requirements of section 103D-310(c), HRS, upon award of a  
32 contract made pursuant to section 103D-302, HRS, shall provide the  
33 documents listed below. The documents shall be submitted promptly  
34 to the Department. If a valid certificate/clearance is not submitted on  
35 a timely basis upon award, the Bidder may be deemed non-  
36 responsible. See also Subsection 108.03 – Preconstruction Data  
37 Submittal.  
38  
39

40 **(A) Tax Clearance.** Pursuant to §103D-310(c), 103-53 and 103D-328,  
41 HRS, the bidder shall submit a tax clearance certificate from the State of  
42 Hawaii Department of Taxation (DOTAX) and the Internal Revenue Service  
43 (IRS), subject to section 103D-328, HRS, current within six months of  
44 issuance date.

45  
46 FORM A6, TAX CLEARANCE CERTIFICATE, is available at  
47 the following website:

48  
49 <https://tax.hawaii.gov/>  
50

51 To receive DOTAX Forms by fax or mail, phone  
52 (808)587-4242 or 1-800-222-3229.  
53

54 The application for the Tax Clearance Certificate is the responsibility of the  
55 bidder. Bidder shall submit directly to the DOTAX or IRS. The approved  
56 certificate may then be submitted to the Department.  
57

58 **(B) DLIR Certificate of Compliance.** Pursuant to §103D-310(c), HRS,  
59 the bidder shall submit a certificate of compliance for Hawaii Employment  
60 Security Law (Chapter 383, HRS), Workers' Compensation Law (Chapter  
61 386, HRS), Temporary Disability Insurance (Chapter 392, HRS), and  
62 Prepaid Health Care Act (Chapter 393, HRS), from the State of Hawaii  
63 Department of Labor and Industrial Relations (DLIR), current within six  
64 months of issuance date.

65  
66 FORM LIR#27, APPLICATION FOR CERTIFICATE OF  
67 COMPLIANCE WITH SECTION 3-122-112, HAR, is available at the  
68 following website:

69  
70 <http://labor.hawaii.gov/>  
71

72 Contact the DLIR Unemployment Insurance Division at (808) 586-8926 for  
73 additional information.  
74

75 Inquiries regarding the status of a LIR#27 Form may be made by calling the  
76 DLIR Disability Compensation Division at (808) 586-9200.  
77

78 The application for the Certificate of Compliance is the responsibility of the  
79 bidder. Bidder shall submit directly to the DLIR. The approved certificate  
80 may then be submitted to the Department.  
81

82 **(C) DCCA Certificate of Good Standing.** Pursuant to §103D-310(c),  
83 HRS, the bidder shall submit a certificate of good standing from the  
84 business registration division (BREG) of the State of Hawaii Department of

Commerce and Consumer Affairs (DCCA), current within six months of issuance date, to demonstrate it is either:

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

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

A Hawaii business that is a sole proprietorship, is not required to register with the BREG, and therefore not required to submit a certificate of good standing. Bidders are advised of costs associated with registering and obtaining a Certificate of Good Standing from the DCCA.

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

<http://cca.hawaii.gov/>

The application for the Certificate of Good Standing is the responsibility of the bidder. Bidder shall submit directly to the DCCA. The approved certificate may then be submitted to the Department.

(D) **Hawaii Compliance Express (HCE).** In lieu of the certificates referenced in subsection A, B, and C, the bidder may make available proof of compliance through a state procurement office designated certification process.

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

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

**103.05 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 conditioned for the full and faithful performance of the contract in accordance with 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 shall be of an amount equal to 100 percent of the amount of

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 insure 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 and responsive bidder or the Department may readvertise and construct the work under contract."

**END OF SECTION 103**