

1 Make this section a part of the Standard Specifications:

2
3 **"SECTION 102 - BIDDING REQUIREMENTS AND CONDITIONS**

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5 **102.01 Prequalification of Bidders.** Prospective bidders shall be
6 capable of performing the work for which they are bidding.

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8 In accordance with HRS Chapter 103D-310, the Department may require
9 any prospective bidder to submit answers to questions contained in the 'Standard
10 Qualification Questionnaire For Prospective Bidders On Public Works Contracts'
11 furnished by the Department, properly executed and notarized, setting forth a
12 complete statement of the experience of such prospective bidder and its
13 organization in performing similar work and a statement of the equipment
14 proposed to be used, together with adequate proof of the availability of such
15 equipment. Whenever it appears to the Department, from answers to the
16 questionnaire or otherwise, that the prospective bidder is not fully qualified and
17 able to perform the intended work, the Department will, after affording the
18 prospective bidder an opportunity to be heard and if still of the opinion that the
19 bidder is not fully qualified to perform the work, refuse to receive or consider any
20 bid offered by the prospective bidder. All information contained in the answers
21 to the questionnaire shall be kept confidential. Questionnaire so submitted
22 shall be returned to the bidders after serving their purpose.

23
24 No person, firm or corporation may bid where (1) the person, firm, or
25 corporation, or (2) a corporation owned substantially by the person, firm, or
26 corporation, or (3) a substantial stockholder or an officer of the corporation, or
27 (4) a partner or substantial investor in the firm is in arrears in payments owed to
28 the State or its political subdivisions or is in default as a surety or failure to do
29 faithfully and diligently previous contracts with the State.

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31 **102.02 Contents of Proposal Forms.** The Department will furnish
32 prospective bidders with proposal forms stating:

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34 (1) The location,
35
36 (2) Description of the proposed work,
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38 (3) The approximate quantities,
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40 (4) Items of work to be done or materials to be furnished,
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42 (5) A schedule of items, and
43
44 (6) The time in which the work shall be completed.

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46 Papers bound with or attached to the proposal form are part of the
47 proposal. The bidder shall not detach or alter the papers bound with or
48 attached to the proposal when the bidder submits its proposal.

Also, the bidder shall consider other documents including the plans and specifications a part of the proposal form whether attached or not.

The Department will require the prospective bidder to deposit the sum stated in the Notice to Bidders for each copy of the proposal form and each set of plans. Failure to return said documents within 30 days after the opening of bids shall be cause for forfeiture of the sum deposited.

102.03 Issuance of Proposal Forms. The Department reserves the right to refuse to issue proposal forms to prospective bidders, which refusal may be based on the following:

- (1) Lack of competency or adequate machinery, plant, and other equipment (which determination may be based on the financial statement and experience questionnaires required under Subsection 102.01 - Prequalification of Bidders);
- (2) Uncompleted work that might hinder or prevent the prompt completion of additional work if awarded;
- (3) Failure to pay or settle bills due for labor and material on former contracts in force at the time of issuance of the project proposal forms;
- (4) Failure to comply with qualification regulations of the Department;
- (5) Default under previous contracts; or
- (6) Lack of responsibility and cooperation from past work.

102.04 Estimated Quantities. The quantities shown in the contract are approximate and are for the comparison of bids only. The actual quantity of work may not correspond with the quantities shown in the contract. The Department will make payment to the Contractor for unit price items in accordance with the contract for only the following:

- (1) Actual quantities of work done and accepted, not the estimated quantities; or
- (2) Actual quantities of materials furnished, not the estimated quantities.

The Department may increase, decrease, or omit each scheduled quantities of work to be done and materials to be furnished. When the Department increases or decreases the estimated quantity of a contract item by more than 15% the Department will make payment for such items in accordance with Subsection 104.06 - Methods of Price Adjustment.

102.05 Examination of Contract and Site of Work. The bidder shall examine carefully the site of the proposed work and contract before submitting a proposal.

By the act of submitting a bid for the proposed contract, the bidder warrants that:

(1) The bidder and its Subcontractors have reviewed the contract documents and found them free from ambiguities and sufficient for the purpose intended;

(2) The bidder and its workers, employees and subcontractors have the skills and experience in the type of work required by the contract documents bid upon;

(3) Neither the bidder nor its employees, agents, suppliers or subcontractors have relied upon verbal representations from the Department, its employees or agents, including architects, engineers or consultants, in assembling the bid figure; and

(4) The bases for the bid figure are solely on the construction contract documents.

Also, the bidder warrants that the bidder has examined the site of the work. From its investigations, the bidder acknowledges satisfaction on:

(1) The nature and location of the work;

(2) The character, quality, and quantity of materials;

(3) The difficulties to be encountered; and

(4) The kind and amount of equipment and other facilities needed;

Subsurface information or hydrographic survey data furnished are for the bidders' convenience only. The data and information furnished are the product of the Department's interpretation gathered in investigations made at the specific locations. These conditions may not be typical of conditions at other locations within the project area or that such conditions remain unchanged. Also, conditions found at the time of the subsurface explorations may not be the same conditions when work starts. The bidder shall be solely responsible for assumptions, deductions, or conclusions the bidder may derive from the subsurface information or data furnished.

If the Engineer determines that the natural conditions differ from that originally anticipated or contemplated by the Contractor in the items of excavation, the State may treat the difference in natural conditions, as falling within the meaning of Subsection 104.02 - Changes.

102.06 Preparation of Proposal. The submittal of its proposal shall be on forms furnished by the Department. The bidder shall specify in words or figures:

- 149 (1) A unit price for each pay item with a quantity given;
150
151 (2) The products of the respective unit prices and quantities
152
153 (3) The lump sum amount; and
154
155 (4) The total amount of the proposal obtained by adding the amounts
156 of the several items.

157
158 The words and figures shall be in ink or typed. If a discrepancy occurs
159 between the prices written in words and those written in figures, the prices
160 written in words shall govern.

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162 When an item in the proposal contains an option to be made, the bidder
163 shall choose in accordance with the contract for that particular item.
164 Determination of an option will not permit the Contractor to choose again.

165
166 The bidder shall sign the proposal properly in ink. A duly authorized
167 representatives of the bidder or by an agent of the bidder legally qualified and
168 acceptable to the Department shall sign, including one or more partners of the
169 bidder and one or more representatives of each entity comprising a joint venture.

170
171 When an agent, other than the officer(s) of a corporation authorized to
172 sign contracts for the corporation or a partner of a partnership, signs the
173 proposals, a 'Power of Attorney' shall be on file with the Department or
174 submitted with the proposal. Otherwise, the Department will reject the
175 proposal as irregular and unauthorized.

176
177 The bidder shall submit acceptable evidence of the authority of the
178 partner, member(s) or officer(s) to sign for the partnership, joint venture, or
179 corporation respectively with the proposal. Otherwise, the Department will
180 reject the proposal as irregular and unauthorized.

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182 **102.07 Irregular Proposals.** The Department may consider proposals
183 irregular and may reject the proposals for the following reasons:

- 184
185 (1) The proposal is a form not furnished by the Department, altered,
186 or detached;
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188 (2) The proposal contains unauthorized additions, conditions, or
189 alternates. Also, the proposal contains irregularities that may tend to
190 make the proposal incomplete, indefinite, or ambiguous to its meaning;
191
192 (3) The bidder adds provisions reserving the right to accept or reject an
193 award. Also, the bidder adds provisions into a contract before an
194 award;
195

(4) The proposal does not contain a unit price for each pay item listed except authorized optional pay items; and

(5) Prices for some items are out of proportion to the prices for other items.

(6) If in the opinion of the Director, the bidder and its listed subcontractors do not have the Contractor's licenses or combination of Contractor's licenses necessary to complete the work.

Where the prospective bidder is bidding on multiple projects simultaneously and the proposal limits the maximum gross amount of awards that the bidder can accept at one bid letting, the proposal is not irregular if the limit on the gross amount of awards is clear and the Department selects the awards that can be given.

102.08 Proposal Guaranty. The Department will not consider a proposal of \$25,000 or more unless accompanied by:

(1) A deposit of legal tender; or

(2) A valid surety bid bond, underwritten by a company licensed to issue bonds in the State of Hawaii, in the form and composed, substantially, with the same language as provided herewith and signed by both parties; or

(3) A certificate of deposit, share certificate, cashier's check, treasurer's check, teller's check, or official 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).

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

(b) 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.

(c) The instrument shall be made payable at sight to the Department.

In accordance with HRS Chapter 103D-323, the above shall be in a sum not less than 5% of the amount bid.

102.09 Delivery of Proposal. The bidder shall submit the proposal in a sealed envelope, bearing on the outside the identity of the project and the its name and address. The Department will reject and return a proposal unopened if received after the time set for the opening of bids.

102.10 Withdrawal or Revision of Proposals. A bidder may withdraw or revise a proposal after the bidder deposits the proposal with the Department, provided the Department receives such withdrawal or revision request in writing before the time set for the opening of bids.

102.11 Public Opening of Proposals. The Department will open and read the proposals publicly at the time and place shown in the Notice to Bidders. Invited are bidders, their authorized agents, and other interested parties to be present.

102.12 Disqualification of Bidders. The Department may disqualify a bidder and reject its proposal for the following reasons:

- (1) Submittal of more than one proposal whether under the same or different name.
- (2) Evidence of collusion among bidders. The Department will not recognize participants in collusion as bidders for any future work of the Department until such participants are reinstated as qualified bidders.
- (3) Lack of proposal guaranty.
- (4) Submittal of an unsigned or improperly signed proposal.
- (5) Submittal of a proposal without a listing of subcontractors or containing only a partial or incomplete listing of subcontractors.
- (6) Submittal of an irregular proposal in accordance with Subsection 102.07 - Irregular Proposals.
- (7) Evidence of assistance from a person who has been an employee of the agency within the preceding two years and who participated while in State office or employment in the matter with which the contract is directly concerned, pursuant to HRS Chapter 84-15.
- (8) Suspended or debarred in accordance with HRS Chapter 104-25.
- (9) Failure to complete the prequalification questionnaire.
- (10) Failure to attend the mandatory pre-bid meeting, if applicable.

102.13 Material Guaranty. The successful bidder may be required to furnish a statement of the composition, origin, manufacture of materials, and samples.

292 **102.14 Substitution of Materials and Equipment Before Bid Opening.**

293 See Subsection 106.13 for Substitution Of Materials and Equipment After Bid
294 Opening.

295
296 **(A) General.** When brand names of materials or equipment are
297 specified in the contract documents, they are to indicate a quality, style,
298 appearance, or performance and not to limit competition. The bidder
299 shall base its bid on one of the specified brand names unless alternate
300 brands are qualified as equal or better in an addendum. Qualification of
301 such proposed alternate brands shall be submitted in writing and
302 addressed to the Contracts Officer. The face of the envelope
303 containing the request must be clearly marked 'SUBSTITUTION
304 REQUEST'. The request may be hand-carried or mailed to the DOT
305 Contracts Office, Room 105, 869 Punchbowl Street, Honolulu, Hawaii
306 96813. In either case, the written request must be received by the DOT
307 Contracts Office no later than 14 calendar days before the bid opening
308 date, not including the bid opening date. The written request will be
309 time stamped by the DOT Contracts Office. For the purpose of this
310 section, the time designated by the time stamping device in the DOT
311 Contracts Office shall be official. If the written request is hand-carried,
312 the bearer is responsible to ensure that the request is time stamped by the
313 DOT Contracts Office.

314
315 Submit 5 sets of the written request, technical brochures,
316 and a statement of variances.

317
318 An addendum will be issued to inform all prospective bidders
319 of any accepted substitution in accordance with Subsection 102.17
320 - Addenda .

321
322 **(B) Statement of Variances.** The statement of variances must list
323 all features of the proposed substitution that differ from the contract
324 documents and must further certify that the substitution has no other
325 variant features. The brochure and information submitted shall be
326 clearly marked showing make, model, size, options, and any other
327 features requested by the Engineer and must include sufficient evidence
328 to evaluate each feature listed as a variance. A request will be denied if
329 submitted without sufficient evidence. If after installing the substituted
330 product, an unlisted variance is discovered, the Contractor shall
331 immediately replace the product with a specified product at no increase in
332 contract price and contract time.

333
334 **(C) Substitution Denial.** Any substitution request not complying with
335 the above requirements will be denied.

336
337 **102.15 Preferences.**

339 **(A) Preference for Hawaii Products.** The bidder's attention is
340 directed to Sections 103D-1001 and 103D-1002, HRS and Subchapter 1,
341 Chapter 124, Subtitle 11 of Title 3, HAR which provide preferences for
342 Hawaii Products. According to Section 103D-1002, HRS, the bidder may
343 examine the Hawaii Products List at the State Procurement Office, State
344 Office Building, 1151 Punchbowl Street, Honolulu, Hawaii 96813.

345
346 If a product listed in the Hawaii Products List is available and meets
347 project specifications, such product will be designated in the contract
348 documents as a qualified product which may be used in the performance
349 of the project.

350
351 If the bidder intends to claim preference for products on the Hawaii
352 Product List and such is not listed, the bidder shall immediately notify the
353 Contracts Office, Department of Transportation, so the Engineer may take
354 corrective or other appropriate actions.

355
356 It is further understood by the bidder that if the bidder elects to
357 furnish qualified Hawaii Products, and is awarded the contract, then fails
358 to use such products or meet the requirements of such preference, the
359 bidder shall be subject to the statutory penalties, provided in HRS
360 Chapter 103D-1002, and such other remedies as may be available to the
361 State.

362
363 For the purpose of determining the lowest bid price only, the
364 provisions of HRS Chapter 103D-1002 shall apply. Any contract
365 awarded or executed in violation of HRS Chapter 103D-1002 shall be void
366 and no payment shall be made on account of such contract.

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368 **(B) Preference for Recycled Products.** Recycled Products shall
369 not apply to this project.

370
371 **(C) Evaluation Procedures and Contract Award.** For bid
372 evaluation, the Engineer will evaluate the bids by applying the applicable
373 preferences selected by the bidders according to the contract. The
374 Engineer will base the calculations for adjustments upon the original bid
375 prices offered. If more than one preference applies, the evaluated bid
376 price shall be the sum of the original bid price plus applicable preference
377 adjustments.

378
379 If a bidder has designated use of a Hawaii Product and fails to
380 provide the product, the contract will become void and no payments will be
381 made.

382
383 The Engineer will award the contract to the responsible bidder
384 submitting the responsive bid with the lowest evaluated bid price. The
385 contract amount of the contract awarded shall be the original bid price
386 offered exclusive of any preference.

388 **102.16 Certification for Safety and Health Program for Bids in excess**
389 **of \$100,000.** In accordance with HRS Chapter 396-18, the bidder or offeror,
390 by signing and submitting this proposal, certifies that a written safety and health
391 plan for this project will be available and implemented by the notice to proceed
392 date for this project. Details of the requirements of this plan may be obtained
393 from the State Department of Labor and Industrial Relations, Occupational
394 Safety and Health Division (HIOSH).

395
396 **102.17 Addenda.** Addenda issued shall become part of the contract
397 documents. Addenda to the bid documents will be provided to all prospective
398 bidders at the respective offices furnished for such purposes. Each addendum
399 shall be an addition to the contract documents. The terms and requirements of
400 the bid documents (i.e. drawings, specifications and other bid and contract
401 documents) cannot be changed prior to the bid opening except by a duly issued
402 addendum.”

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404
405
406 **END OF SECTION 102**
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