

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 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 upon
14 the furnishing and use of domestic steel or foreign steel. Manufacturing processes
15 for domestic steel shall occur in the United States.
16

17 The Department reserves the right to reject proposals, waive technicalities or
18 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 made
22 within 60 calendar days after the opening of bids, to the lowest responsible
23 bidder whose proposal complies with all the requirements. (Through HlePRO). The
24 successful bidder will be notified by letter mailed to the address shown in its
25 proposal, that its proposal has been accepted, and that it has been awarded
26 the contract.
27

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

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

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:

- 92 (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
98 the approval date on the certificate and must be valid on the bid's first
99 legal advertisement date or any date thereafter up to the bid opening
100 date. A Hawaii business that is a sole proprietorship, however, is not
101 required to register with the BREG, and therefore not required to
102 submit a Certificate of Good Standing. Bidders are advised that there
103 are costs associated with registering and obtaining a Certificate of
104 Good Standing from the DCCA.
105

106 To purchase a CERTIFICATE OF GOOD STANDING, go to On-Line
107 Services at the following website:
108

109 www.hawaii.gov/dcca/
110

111 The application for the Certificate of Good Standing is the
112 responsibility of the bidder and must be submitted directly to the DCCA. The
113 approved certificate may then be submitted to the Department.
114

115 (D) **Hawaii Compliance Express (HCE).** In lieu of the certificates
116 referenced above, the bidder may make available proof of compliance
117 through the Hawaii Compliance Express or any other designated certification
118 process. Bidders may apply and register at the "Hawaii Compliance Express"
119 website:
120

121 **103.03 Cancellation of Award.** The Department reserves the right to cancel
122 the award of contracts before the execution of said contract by the parties.
123 There will be no liability to the awardee and to other bidders.
124

125 **103.04 Return of Proposal Guaranty.** The Department will return the proposal
126 guaranties, except those of the three lowest bidders, after the Department
127 checks the proposals. The Department will return the proposal guaranties of the
128 remaining two lowest bidders not awarded the contract within five working days
129 following the execution of the contract. The Department will return the successful
130 bidder's proposal guaranty after the successful bidder furnishes a bond and
131 executes the contract.
132

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 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.

176 **103.07 Failure to Execute Contract.** Failure to execute the contract and file
177 acceptable bonds shall be cause for the cancellation of the award in accordance
178 with Subsection 103.06 - Execution of the Contract. Also, the Contractor forfeits the
179 proposal guaranty which becomes the property of the Department. This is not a
180 penalty, but liquidated damages sustained by the State. The Department may then
181 make award to the next lowest responsible bidder or the Department may
182 readvertise and construct the work under contract.”

183
184
185
186
187 **END OF SECTION 103**