

1 Make this section a part of the Standard Specifications:

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3 **“SECTION 103 - AWARD AND EXECUTION OF CONTRACT**

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5 **103.01 Consideration of Proposals.** The Department will compare the
6 proposals in terms of the summation of the products of the approximate
7 quantities and the unit bid prices after the Contracts Officer opens and reads the
8 proposals. The Department will make the results immediately available to the
9 public. If a discrepancy occurs between the unit bid price and the bid price,
10 the unit bid price shall govern.

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

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16 **103.02 Award of Contract.** The award of contract, if it be awarded, will
17 be made within 60 calendar days after the opening of bids, to the lowest
18 responsible bidder whose proposal complies with all the requirements. The
19 successful bidder will be notified by letter mailed to the address shown in its
20 proposal, that its proposal has been accepted, and that it has been awarded
21 the contract.

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

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

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

43
44 <http://www.hawaii.gov/tax/>

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

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49 The application for the Tax Clearance Certificate is the
50 responsibility of the bidder and must be submitted directly to the DOTAX

51 or IRS. The approved certificate may then be submitted to the
52 Department.
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54 **(B) DLIR Certificate of Compliance.** Pursuant to HRS Section
55 103D-310(c), the successful bidder shall be required to submit a copy
56 (faxed copies are acceptable) of its approved certificate of compliance
57 issued by the Hawaii State Department of Labor and Industrial Relations
58 (DLIR) to demonstrate its compliance with unemployment insurance (HRS
59 Chapter 383), workers' compensation (HRS Chapter 386), temporary
60 disability insurance (HRS Chapter 392), and prepaid health care (HRS
61 Chapter 393). The certificate is valid for six (6) months from the most
62 recent approval stamp date on the certificate and must be valid on the
63 bid's first legal advertisement date or any date thereafter up to the bid
64 opening date. For certificates which receive a "pending" approval
65 stamp, a DLIR approval stamp is required prior to the issuance of the
66 Notice to Proceed.
67

68 FORM LIR#27, APPLICATION FOR CERTIFICATE OF
69 COMPLIANCE WITH SECTION 3-122-112, HAR, is available at the
70 following website:
71

72 www.hawaii.gov/labor
73

74 More information is available by calling the DLIR Unemployment
75 Insurance Division at (808) 586-8926.
76

77 Inquiries regarding the status of a LIR#27 Form may be made by
78 calling the DLIR Disability Compensation Division at (808) 586-9200.
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80 The application for the Certificate of Compliance is the
81 responsibility of the bidder and must be submitted directly to the DLIR.
82 The approved certificate may then be submitted to the Department.
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84 **(C) DCCA Certificate of Good Standing.** Pursuant to HRS Section
85 103D-310(c), the successful bidder shall be required to submit a copy
86 (faxed copies are acceptable) of its approved Certificate of Good Standing
87 issued by the Hawaii State Department of Commerce and Consumer
88 Affairs (DCCA), Business Registration Division (BREG) to demonstrate
89 that it is either:
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91 **(1)** Incorporated or organized under the laws of the State; or
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93 **(2)** Registered to do business in the State as a separate branch
94 or division that is capable of fully performing under the contract.
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96 The Certificate of Good Standing is valid for six (6) months from the
97 approval date on the certificate and must be valid on the bid's first legal
98 advertisement date or any date thereafter up to the bid opening date. A
99 Hawaii business that is a sole proprietorship, however, is not required to
100 register with the BREG, and therefore not required to submit a Certificate

101 of Good Standing. Bidders are advised that there are costs associated
102 with registering and obtaining a Certificate of Good Standing from the
103 DCCA.

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

107
108 www.hawaii.gov/dcca/
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110 The application for the Certificate of Good Standing is the
111 responsibility of the bidder and must be submitted directly to the DCCA.
112 The approved certificate may then be submitted to the Department.

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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
118 certification process. Bidders may apply and register at the “Hawaii
119 Compliance Express” website:

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121 <https://vendors.ehawaii.gov/hce/splash/welcome.html>
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123 **103.03 Cancellation of Award.** The Department reserves the right to
124 cancel the award of contracts before the execution of said contract by the
125 parties. There will be no liability to the awardee and to other bidders.

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

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

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146 (a) Legal tender;
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(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