

# INVITATION FOR BID No. J16288

TO UPGRADE EXISTING  
ACCESS CONTROL SYSTEM  
AND PROVIDE MAINTENANCE  
AND REPAIR SERVICES FOR  
THE ACCESS CONTROL  
SYSTEM AT THE PU'UHONUA  
KAULIKE FIFTH CIRCUIT  
JUDICIAL COMPLEX,  
THE JUDICIARY  
STATE OF HAWAII

**NOTE:** If this solicitation document was downloaded through the internet, each interested person must register through email, providing contact information to the listed contact person in the Judiciary Contracts & Purchasing Office. Registration is essential for you to receive any addendums or other information for this solicitation. The Judiciary shall not be responsible for any missing addenda, clarifications, attachments or other information regarding this solicitation if an Offer is submitted from an incomplete solicitation document.

## TABLE OF CONTENTS

SECTION ONE SPECIFICATIONS .....	-1-
1.1. SCOPE .....	-1-
1.2. JOB SITE.....	-1-
1.3. DESCRIPTION OF WORK .....	-1-
1.4. MANUFACTURERS .....	-3-
1.5. MAINTENANCE AND REPAIR SERVICES.....	-3-
1.6. REPORTS .....	-5-
1.7. WORK SCHEDULE .....	-6-
1.8. EMERGENCY SERVICES AND AUTHORIZED EXTRA WORK.....	-6-
1.9. PARTS & MATERIALS .....	-8-
1.10. ALLOWABLE COSTS.....	-8-
1.11. CLEAN UP.....	-9-
1.12. SAFETY PROCEDURES .....	-9-
1.13. JUDICIARY RESPONSIBILITIES .....	-9-
SECTION TWO SPECIAL PROVISIONS.....	-10-
2.1. SCOPE .....	-10-
2.2. OFFICER-IN-CHARGE.....	-10-
2.3. CONTRACT EXECUTION AND EXTENSION.....	-10-
2.4. PRICE ADJUSTMENT.....	-11-
2.5. EMPLOYEE CLASSIFICATION.....	-12-
2.6. QUALIFICATIONS.....	-12-
2.7. SUBCONTRACTING .....	-14-
2.8. INSPECTION.....	-15-
2.9. REMOVAL OF DEFECTIVE AND UNAUTHORIZED WORK .....	-15-
2.10. PERFORMANCE OF WORK.....	-15-
2.11. REMOVAL OF CONTRACTOR'S EMPLOYEES .....	-15-
2.12. WORK SCHEDULE .....	-15-
2.13. OFFER PREPARATION.....	-16-
2.14. SUBMISSION OF OFFER .....	-17-
2.15. CONTRACT AWARD .....	-17-
2.16. REQUIREMENT FOR AWARD .....	-18-
2.17. INSURANCE.....	-18-
2.18. INVOICE AND PAYMENT .....	-19-
2.19. COMPLIANCE WITH LAWS.....	-19-
2.20. OTHER SPECIAL PROVISIONS.....	-20-
SECTION FOUR- OFFER FORM	
Offer Form	
Wage Certificate	
General Conditions	
Procedural Requirements	
Publication 1, Information on Hawaii State Taxes	

**INVITATION FOR BID J16288  
TO UPGRADE EXISTING ACCESS CONTROL SYSTEM AND PROVIDE MAINTENANCE  
AND REPAIR SERVICES FOR THE ACCESS CONTROL SYSTEM AT  
THE PU'UHONUA KAULIKE FIFTH CIRCUIT JUDICIAL COMPLEX, THE JUDICIARY  
STATE OF HAWAII**

The Judiciary, State of Hawaii, is requesting competitive sealed offers from qualified bidders to upgrade the existing access control system from Intellisite to PremiSys or a system compatible and able to interface with PremiSys, and provide maintenance and repair services of the access control system at the Pu'uhonua Kaulike Fifth Circuit Judicial Complex. If interested in submitting an offer, you may choose to submit your offer using the downloaded document provided. You must register your company by fax or e-mail for this specific solicitation. If you do not register your company, you will not receive addenda, if any, and your offer may be rejected and not considered for award.

**IT IS MANDATORY THAT OFFERORS HAVE VIEWED THE EXISTING ACCESS  
CONTROL SYSTEM. A WALK THROUGH will be held at 9:00 A.M. H.S.T., March 17,  
2016 at Pu'uhonua Kaulike. Meet in the lobby.**

**Pu'uhonua Kaulike  
3970 Ka'ana Street  
Lihue, Hawaii 96766**

Registration or Request for Copy of Solicitation

Submit FAX or E-MAIL to: FAX No.: (808) 538-5802

E-mail Address: Kelly.Y.Kimura@courts.hawaii.gov

Provide the following information:

Name of Company	•	Mailing Address	•	Name of Contact Person
Telephone Number	•	FAX number	•	E-mail Address
Solicitation Number	•	Fedex (or equivalent) account number, otherwise document will be sent by U.S. Postal Service first class mail		

Persons or organizations must submit three (3) sets (Original + 2 copies) of their completed bid (in hard copy, pdf format on CD, flash drive or email) and shall be received no later than 2:00 p.m., Hawaii Standard Time on April 5, 2016, at the following address:

**The Judiciary, State of Hawaii  
Financial Services Division  
Kauikeaouli Hale (District Court Building)  
1111 Alakea Street, 6th Floor  
Honolulu, Hi 96813-2807**

**Offers postmarked or hand delivered after the above due date and time will not be considered and will be returned unopened to the offeror.**

The Invitation for Bid (IFB) documents may be obtained from the above Financial Services Office, or from our Judiciary web site at: <http://www.courts.state.hi.us>, General Information, Doing Business with the Hawaii State Judiciary.

/s/ Dean H. Seki  
Dean H. Seki  
Financial Services Director

## **SECTION ONE SPECIFICATIONS**

### **1.1. SCOPE**

The work required shall consist of upgrading the existing access control system from Intellisite to PremiSys or a system compatible with PremiSys, and providing maintenance and repair services of the access control system at the Pu'uhonua Kaulike Fifth Circuit Judicial Complex. Compatible systems should be able to program and read cards from other Judiciary sites. The requirement is to have one Offeror install and integrate all new equipment, proximity cards and software, as provided below, into the existing system. No alteration of the operation and functionality of the existing access system allowed unless approved by the Officer-In-Charge in writing and shall include the furnishing of all labor, transportation, equipment, refuse containers, and other appurtenances necessary to provide the maintenance and upgrade services in accordance to these Specifications, the Special Provisions, the General Conditions, and the Procedural Requirements attached hereto and by reference made a part hereof.

The upgrade of the existing access control system shall be completed within six (6) months of contract execution.

The offer package must include:

- A one year warranty of newly installed equipment and concurrent maintenance of existing equipment that remains part of the system.
- A one year maintenance agreement for the entire system.

The maintenance agreement will take effect upon Notice to Proceed. Payment for this maintenance agreement will be paid separately from the installation work and warranty.

### **1.2. JOB SITE**

The Contractor shall upgrade existing access control system and provide maintenance service of the electronic security systems for the Pu'uhonua Kaulike Complex located at the Fifth Judicial Circuit, 3970 Kaana St., Lihue, HI 96766.

### **1.3. DESCRIPTION OF WORK**

The Contractor shall install, interface and provide maintenance services, warranty, and post-warranty support for the access control system at Pu'uhonua Kaulike.

- a. Transition proximity cards to Judiciary issued Corporation 1000 cards.
- b. Monitoring of access points: Current level of functionality shall remain unchanged (may include, but not be limited to, ability to visually determine the status of the door, change the status, lockdown the door or group of doors, etc.).
- c. Provide the ability to store and furnish reports for all the above activity by badge ID number, date and time.
- d. Integration with the current fire exit release system: Current level of functionality shall remain unchanged.

- e. One elevator has an HID proximity reader. Functionality of this reader shall remain unchanged. Otis Elevator is the only vendor authorized for all work involving the elevators at Pu`uhonua Kaulike. Offeror must hire Otis as a subcontractor if this upgrade requires work affecting any elevator.
- f. Immediate, real-time notification of any access activity or alarms shall be provided to the Department of Public Safety Station, at Pu`uhonua Kaulike.
- g. Existing wiring, hardware, and HID proximity readers shall be used, where possible.
- h. Offeror shall advise the Officer-In- Charge in writing of any known existing installed PremiSys-compatible devices that are obsolete and new replacement parts are no longer obtainable with one year warranty.
- i. Offeror shall supply necessary cable ties and miscellaneous connectors.
- j. In addition to all hardware and software necessary to integrate into the existing system at Pu`uhonua Kaulike, Offeror must provide, including but not limited to:
  - i. Additional power supply with battery backup if necessary for systems;
  - ii. Any changes, to the current badging, workstation and attached peripherals, required to upgrade from Intellisite to PremiSys (or compatible system) including proximity cards or related supplies.
- k. Offeror shall configure and test all equipment to assure that it works properly with the existing equipment in place at Pu`uhonua Kaulike, Fifth Judicial Circuit Complex. Offeror shall have in place remedies that will be taken should the system not work once installed. Officer-in-charge shall provide acceptance of the system.

Hours of performance of work under this contract are from 7:45am to 4:30pm, Monday through Friday, excluding state holidays, unless otherwise agreed by the Officer-In-Charge and the Offeror in writing.

Maintenance agreement shall include telephone support, troubleshooting, emergency calls and quarterly on-site checkup. Specify travel costs for additional site visits, if necessary. The Contractor shall maintain, repair and provide all technical user support functions of the Electronic Security System, and all its related parts, units and subunits in its entirety, including inspections, trouble and emergency calls for all equipment included under this contract. The service shall consist of thorough maintenance work in accordance with the best commercial practice governing the maintenance of electronic security systems. Such service shall include regularly scheduled maintenance services, done quarterly, and shall be as specified and subject to inspection and approval by the Officer in Charge. The full service maintenance contract shall not relieve the Contractor from performing the specified scheduled maintenance services.

The Contractor shall not be responsible for repairs due to flagrant vandalism, fire, storm or related damages which can be attributed to causes beyond his control. However, the Contractor shall be responsible for such repairs if the damages are caused by the Contractor's failure to properly maintain and repair the equipment, e.g., failure to reinstall protective covers causes the motor to burn during rainstorm.

The Contractor shall be responsible for all portions of the electronic security system. Labor, to replace parts and supplies provided by Contractor as part of this maintenance agreement, shall be provided at no extra charge, except as noted.

All services performed by the Contractor shall include applicable items listed, but not be limited to the following:

#### **1.4 MANUFACTURERS**

The basis for this specification is the Premisys System. Additional qualifying manufacturers may be considered if equipment performance and services are compatible with the PremiSys System. Additional manufacturers' equipment must be approved, by Judiciary, in writing. Offerors shall submit approval request for additional manufacturer no later than 4:30 p.m. H.S.T. on March 22, 2016 to:

The Judiciary, State of Hawaii  
Financial Services Administrator  
1111 Alakea Street, 6th Floor  
Honolulu, HI 96813 -2807  
Attention: Kelly Kimura

#### **1.5. MAINTENANCE AND REPAIR SERVICES**

Contractor shall provide a one (1) year warranty on all newly installed equipment (labor and materials) and concurrently provide maintenance and repair services for existing equipment that remains part of the system, as determined by Offeror, for the access control system at Pu`uhonua Kaulike. The warranty period shall begin at the completion of all work, and when the new system is operational to the Officer-In-Charge's satisfaction, the maintenance coverage of the access control system shall begin upon a Notice to Proceed.

At the end of the warranty period, Offeror shall provide a one (1) year maintenance agreement to cover the access control system at Pu`uhonua Kaulike.

The Contractor shall maintain the electronic security system as specified according to the specifications contained herein. The Contractor shall provide all labor, tools, equipment and perform all services necessary to make repairs. The Contractor shall:

Schedule and test updates of all software including anti-virus

1. Verify all panels are on-line.
2. Check server for any errors.
3. Verify system has correct date/time synchronized.
4. Verify DPS points working properly.
5. Verify lock points working properly.
6. Verify reader points working properly.
7. Verify REX point working properly.
8. Verify maglock release doors working properly.

9. Verify fire alarm system mode functioning, (doors unlock during alarm and relock when alarm reset). Note approximate time it takes for entire system to reset/relock doors.
10. CCTV DVRs and NVRs (Recording):
  - a. Verify available hard drive space, evaluate if video retention should be increased/decreased/archive.
  - b. Check hard drive/system error logs.
  - c. Backup/document/report any changes in system settings
11. CCTV Video Review Stations (VRS):
  - a. Ensure server and cameras are all online and recording
  - b. Check for any software/hardware errors
  - c. Check for any system errors
  - d. Maintain a log of any system changes
12. Closed Circuit Television System (CCTV)
  - a. Check video quality on all cameras adjust/repair as needed.
  - b. Clean camera lens and adjust focus/position as needed.
13. Door control and monitoring systems
  - a. Verify proper operation of door control and monitoring.
14. Duress system
  - a. Replace batteries on all issued duress transmitters.
  - b. Verify operational status on all duress buttons.
  - c. Test light bar lamps. Replace as necessary.
15. Ground and surge protection
  - a. Check surge protector status indicators where applicable
16. Intercom & paging
  - a. Ensure all intercoms are functioning properly.
  - b. Inspect and clean equipment enclosures.
17. Preventative maintenance
  - a. Review all system logs. Correct problems.
  - b. Verify operational status through point testing
  - c. Maintain stock of replacement parts on-site.
18. Touchscreen HMI (if applicable)



- a. Check for proper operation, recalibrate if necessary
  - b. Check system error log
19. Uninterruptible Power Supply (if applicable)
- a. Check system diagnostics
  - b. Check battery level, and charging status
20. Entry/Exit automated gates
- a. Ensure proper operation of card readers and arm at both gates.
  - b. Check video quality, and clean camera lens.
21. Badging
- a. Ensure proper operation of badging workstation and ID card printer.
22. Garage roll-up gates
- a. Verify proper communication to control of roll-up garage doors.
23. Cell block
- a. Verify proper operation of all cell block doors, including sally port sliding door.
24. Verify proper operation of remote unlock doors from chambers
- a. Chambers 1, remote unlock doors, M107 and M172
  - b. Chambers 2, remote unlock doors, M107 and M169
  - c. Chambers 3, remote unlock doors, M107 and M153
  - d. Chambers 4, remote unlock doors, U106 and U168
  - e. Chambers 5, remote unlock doors, U106 and U165
  - f. Chambers 6, remote unlock doors, U106 and U152

## 1.6. REPORTS

**Prior to the commencement** with the work on the contract, the Contractor shall submit to the Officer-in-Charge his monthly inspection schedule for the period of the contract. The Contractor shall also maintain a record, documents and other evidence pertaining to the maintenance, repair and costs electronic security system to the extent and in such detail as will properly and adequately reflect the past maintenance history and cost (labor, materials, parts and equipment). The Contractor shall also submit an updated inventory of all equipment during the contract period.

All Contractor service reports, whether regular maintenance, trouble call, emergency or authorized extra work, shall be filled out properly and completely at the time of service and shall include: day and date, time started, time completed, service performed, materials used and costs, control number, service person, and shall be certified (signed) by the Officer-in-Charge.

## 1.7. WORK SCHEDULE

The Contractor shall perform maintenance, inspection and repair services to the electronic security system, all in accordance with the best commercial practices and as required to provide assurance of safety and operational reliability.

**Within seven (7) days after the award of this contract, the Contractor shall submit to the Officer-in-Charge, in writing, a proposed schedule on inspection, preventive maintenance, checklist and maintenance record system, all in sufficient detail to show its adequacy in carrying out the terms of this contract.** Contractor shall include forms and checklists to be used by his maintenance personnel in the performance of the contract requirements for approval by the Judiciary. The Judiciary reserves the right to provide the Contractor with preprinted maintenance worksheets to be completed by the Contractor.

All maintenance tasks described herein shall be performed between the hours of 7:45 a.m. to 4:30 p.m. on normal working days, Monday through Friday, excluding State holidays and/or on days that work is not officially scheduled. All service reports shall be certified by the Officer in Charge.

1. The Contractor is required to schedule his work to accommodate courtroom times to prevent court disruption and/or may be required to return at a more appropriate time at no additional cost to the Judiciary, but work must be performed and not missed.
2. In the event the Judiciary requests the Contractor to perform maintenance tasks on the weekend or after normal working hours, the Judiciary shall compensate the Contractor only for one half (1/2) the hourly rate provided by the bidder on the offer form for its employees which includes applicable fringe benefits, mileage, travel, and tax costs. The Contractor shall be responsible for all other costs as if the work was performed during normal working hours.
3. All work performed shall be subject to random periodic inspection by the Officer-in-Charge or a representative of the Judiciary. The Judiciary reserves the right to have the Contractor present at such inspections to be scheduled by the Judiciary periodically.
4. The Contractor shall be informed of all deficiencies found by the Officer-in-Charge or a representative of the Judiciary. The Contractor shall correct all deficiencies within seven (7) days. If deficiencies are not corrected within the seven-day period, the provision on liquidated damages will be applicable.

## 1.8. EMERGENCY SERVICE AND AUTHORIZED EXTRA WORK

- A. Emergency Service Procedures
  - a. Facility Manager informs Officer-in-Charge of security system problems.
  - b. Officer-in Charge notifies Contractor of problem and assigns control number.

- c. Contractor will report to Officer-in-Charge that day or call the following day and report the status of the emergency call by control number.
  - i. If completed, Contractor will inform Officer-in-Charge of their evaluation of the trouble and the action taken to remedy the situation.
  - ii. If not completed, Contractor will inform Officer-in-Charge of the problem and provide an estimated completion date.
- d. **Once a month** the Contractor shall report on **all outstanding emergency calls** and their estimated completion date and/or action pending.
- e. Unauthorized extra work performed on a trouble or emergency call may not be compensated as determined by the Officer-in-Charge.

### **SERVICE CALL RESPONSE TIME FOR REPAIRS AND PROBLEMS**

Phone Response Time: Call back within two (2) hours of our service call

On Site Response Time for Repairs: Emergency calls, on site within 24 hours (or one business day) of receipt of service call. Designation of an emergency situation will be made by the Judiciary Officer-In-Charge or designee. For normal repair calls, within 48 hours of receipt of trouble call.

**Authorized extra work not part of the routine maintenance requirement may be performed at a time mutually agreeable to the Judiciary and the Contractor.**

**One hour of labor for emergency service shall be provided at no additional charge to the Judiciary when work is related specifically to the electronic security system or maintenance requirement, but not when the Judiciary authorizes work not part of the routine maintenance requirement. Labor, to replace parts and supplies provided by Contractor as part of this maintenance agreement, shall be provided at no extra charge except if it is a major part, when replacement of parts or supplies is requested by the Judiciary, or if time/work to replace parts or the repair exceeds three hours or as agreed upon by both parties.**

The Contractor shall provide copies of the past maintenance history and cost upon request by the Officer-in-Charge. As repair jobs are completed, Contractor must notify the Officer-in-Charge daily and not longer than weekly of the status of repairs and estimated completion time. When "chargeable" emergency services or authorized extra work are necessary, the Contractor shall promptly provide the Officer-in-Charge within 24 hours of the notification of the emergency repair trouble call, with an estimated cost and shall receive advance approval from him prior to performing any such work over three (3) hours labor or \$300.00 total cost.

The Judiciary reserves the right to have maintenance or repair tasks performed on weekends or after normal operating hours. Whenever the Judiciary exercises this right, the

Judiciary shall compensate the Contractor only for the difference between his normal labor rate and overtime labor rate.

A written quotation shall follow within 48 hours of any "chargeable" emergency services performed, containing the following minimum information:

1. Description and breakdown of material, parts and labor costs.
2. Extra costs such as air freight.
3. Completion date.

Contractor shall bill such "chargeable" emergency services or authorized extra work separately from the contract price. Unless the Contractor is given a separate purchase order authorizing him to make such repairs, the Judiciary shall not be held responsible for payment of any such work performed by the Contractor.

The Contractor shall notify the Judiciary when parts are not readily available to accomplish the repairs. The Judiciary reserves the right to have the parts sent by air freight at the expense of the Judiciary.

#### **1.9. PARTS AND MATERIALS**

The Contractor shall replace necessary parts of the electronic security system which are worn through normal wear and tear at no cost to the Judiciary, excluding communications wiring.

The Contractor shall provide and maintain an inventory of spare parts as needed for normal repairs of the security systems. The Contractor shall notify the Judiciary whenever parts are not locally available to accomplish the repairs. The Judiciary reserves the right to have the parts sent by air freight at the expense of the Judiciary and the air freight costs shall not include contractor mark up. Parts shall be charged at cost, plus markup not to exceed 15% (fifteen percent). Invoices from suppliers shall be provided to the Judiciary to substantiate cost and markup.

#### **1.10. ALLOWABLE COSTS FOR PARTS**

If replacement parts or materials costing more than \$1,000 are required, the Judiciary shall compensate the Contractor for the part(s) at the Contractor's cost. The Contractor's material cost mark-up shall not exceed 15%, which shall include overhead, profit, taxes, and any other incidental expenses. Shipping may be excluded from the 15% mark-up if it is excessive but will be compensated (in full) without mark-up. If a subcontractor service is required, the Contractor's mark-up shall be limited to 10%, which shall include all of the above mentioned expenses. The Contractor shall substantiate all costs by submitting copy of part or material invoices with their invoice to the Judiciary. Use only new, standard parts or material as manufactured by the maker of each unit or part of equal quality.

### **1.11. CLEAN UP AND WORK PRACTICES**

The Contractor shall keep the job site free of debris, discarded parts, refuse, etc. during the daily progress of work. The Contractor shall remove all tools, parts and equipment from the service areas upon completion of the work and legally dispose of, whether hazardous or not, in accordance with EPA and/or other government regulations including providing written records. The Contractor shall support and protect the Judiciary legally and financially with regard to these regulations.

The Contractor shall exercise caution during the progress of maintenance and repair work to prevent damage to the ceilings, roofing and other building structure. Contractor shall restore all damages, caused by his negligence, at the Contractor's expense when requested by the Judiciary.

### **1.12. SAFETY PRECAUTIONS**

The Contractor is not to perform maintenance and repair work until all switches are de-energized, locked, and tagged. The Contractor shall comply with all applicable safety regulations promulgated by OSHA, EPA, and other governmental agencies.

The Contractor shall repair all damages to existing utilities and structures such as water lines, electric conduits, sewer lines, buildings, etc., caused by his equipment or employees. If such repairs are not completed within fifteen (15) calendar days, the Judiciary reserves the right to purchase services for the necessary repairs from the open market and shall deduct all repair costs from the moneys due or that may thereafter become due to the Contractor. In case any money due the Contractor is insufficient for said purposes, the Contractor shall pay the difference upon demand by the Financial Services Administrator.

### **1.13. JUDICIARY RESPONSIBILITIES**

1. The following are the limits of the Judiciary's responsibilities for the operations and maintenance of the electronic security system:
  - A. Electrical Utilities - All electrical power from KIUC or by Emergency Generator shall be paid for by the Judiciary.
  - B. Electronic Security System Operations - The Judiciary shall provide personnel to operate the Electronic Security System Workstations
  - C. Consumable items such as Batteries, video tapes, CDs, DVDs, printer paper & print cartridges.

**END OF SECTION**

## **SECTION TWO SPECIAL PROVISIONS**

### **2.1. SCOPE**

Work included in this contract shall consist of upgrading the existing access control system from Intellisite to PremiSys (or compatible system) and provide maintenance and repair services of the access control system at the Pu'uhonua Kaulike Fifth Circuit Judicial Complex. All work shall be performed in accordance with these Special Provisions, the Specifications, the attached General Conditions, and Procedural Requirements.

### **2.2. OFFICER-IN-CHARGE**

For the purpose of this contract, Mr. David Lam, Court Administrator is designated Officer-in-Charge. He may be contacted at 808-482-2308

### **2.3. CONTRACT EXECUTION AND EXTENSION**

Successful Offeror receiving the award shall be required to enter into a formal written contract to provide and install upgrades to the existing access control system from Intellisite to PremiSys or a system compatible with PremiSys within six (6) months of Notice to Proceed. Upon successful installation, operation, and acceptance of the access control system, Offeror shall provide a one (1) year warranty and concurrent maintenance of existing equipment that remains part of the system at the Fifth Circuit Judicial Complex on acceptance of the system. The contract shall be enforceable only to the extent that funds have been certified and are available of the purchase of the identified goods and services. Further, by mutual agreement between the parties and unless terminated, the contract may be extended for maintenance and repair services of the access control systems at the Kauai Judicial Complex for one (1) additional twelve (12) month period. Agreement to extend the agreement must be in writing at least thirty (30) days prior to expiration, and provided the monthly contract price is not higher than the allowable increase. Refer to the Price Adjustment section of these Special Provisions. If the option to extend is mutually agreed upon, the Contractor shall be required to execute an amendment to the contract. The monthly contract price for the extended period may be adjusted and negotiated and shall not increase more than 5% of the monthly contract price as set forth in the Contract Price Adjustment provision and under the same terms and conditions specified herein. Contractor must provide proof of costs (documentation) for any requested increase of more than 5%. Any contract extension must be executed by the Contractor on less than thirty (30) days prior to the scheduled date of termination, otherwise the requirement must be rebid. All contract extensions are subject to the availability of funds.

The contract commencement date shall be specified in the Notice to Proceed. No work is to be undertaken by the Contractor prior to the commencement date. The Judiciary is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to starting date.

The Judiciary or the Contractor may terminate the extended contract at any time upon thirty (30) days prior written notice.

## 2.4. PRICE ADJUSTMENT

Any adjustment in contract price in this contract shall be made in one or more of the following ways:

- A. By agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable
- B. By unit prices specified in the contract or subsequently agreed upon
- C. By the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as specified in the contract or subsequently agreed upon
- D. In such other manner as the parties may mutually agree or
- E. In the absence of agreement between the parties, by a unilateral determination by the procurement officer of the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as computed by the procurement officer in accordance with generally accepted accounting principles and applicable sections of chapters 3-123 and 3-126 of the Hawaii Administrative Rules.

**Adjustments of price or time for performance.** If any change order increases or decreases the contractor's cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made and the contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the price adjustment clause of this contract. Failure of the parties to agree to an adjustment shall not excuse the contractor from proceeding with the contract as changed, provided that the procurement officer promptly and duly make the provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.

An increase of the percentage of the labor costs of the monthly contract price for furnishing maintenance services service may be adjusted, provided the wages paid to the following State positions are adjusted due to contract negotiations during the contract period previous to the extension being negotiated, the Contractor designates in the proposal that the work the Contractor's employees are to perform under this contract is similar to that performed by public employees, provided the Contractor documents to the satisfaction of the Financial Services Administrator that the Contractor has paid the Contractor's employee's wages not less than that paid to public employees doing similar work during the period of the contract prior to the request, and provided further, that the Contractor submits records to the satisfaction of the Financial Services Administrator that the wage rates of the Contractor's employees are below the increased wage rates to public employees performing similar work. At the release of this bid solicitation, the current wage for the State employees performing similar work are listed. The wage rate for the State employees effective October 1, 2015 are as follows:

<u>Class</u>	<u>Salary Range</u>	<u>Minimum Hourly Rate</u>
Automated Systems Equipment Technician	BC -14	\$28.42
Automated Systems Equipment Supervisor	WS -14	\$30.12

Increase in the percentage of contract price that is labor costs shall be limited to the percent of increase in wages paid to the aforementioned State positions, provided however, where the Contractor's wages exceed that paid to the aforementioned State position and the percentage increase in the Contractor's wages made during the contract period previous to the extension being negotiated, is less than the percentage increase to the State employee's wages, adjustment will be limited to the percent of adjustment in the Contractor's wage. The increase requested must result in increase in wages to the contractor's employees performing the work herein, including any increase in costs for benefits required by law that are automatically increased as a result of increased wages, such as federal old age benefit, workers compensation, temporary disability insurance, unemployment insurance, and prepaid public health insurance.

**2.5. EMPLOYEE CLASSIFICATIONS**

Offeror is requested to review the attached public employee classifications and to designate on proposal if his employees are performing similar or equal services.

Offeror who is awarded this contract and who designates that his employees are not performing services similar or equal to public employees will not be entitled to price adjustment(s) under the Price Adjustment clause of these Special Provisions should public employees receive a wage increase at any time subsequent to October 1, 2015.

Contractors are advised that they are not restricted to hire only those classifications of employees as listed, but are free to employ such other classifications of workers as the contractor deems proper and proposes to use on this project, and as may be according to the contractor's common hiring practice.

**2.6. QUALIFICATION**

**A. EXPERIENCE AND PERSONNEL QUALIFICATIONS**

**Experience** Notwithstanding any other provisions stated herein, prospective offerors must be properly certified by the State of Hawaii to perform maintenance services and have a minimum of at least three years of experience conducting maintenance services in the



State. To assure the Judiciary that the offeror is capable of performing the work specified herein, the offeror must meet the following requirements:

1. The Contractor shall have a minimum of three (3) consecutive years of experience (immediately before the execution of the Contract) in the field of electronic equipment maintenance and repair service. More specifically, the Contractor is required to have two (2) consecutive years of experience in the maintenance and repair of electronic data processing machines, remote switching and control systems, digital communications systems, Ethernet Networking, and electronic instrumentation.
2. The Contractor shall have personnel with two years of formal training in electronics theory (documentable as an Associate Degree in Applied Electrical or Electronics Engineering from a nationally recognized, ACICS or equal, accredited college or university), plus two years of experience in the repair and maintenance of each system type.
3. The Contractor shall have at least three (3) factory trained service personnel for each of the primary systems including PLCs, touch screen software, CCTV systems, and the intercom/paging system.
4. The Security Electronics Specialty Contractor shall be capable of accomplishing the items listed for the maintenance and repair services as well as the following: factory authorized and have factory trained personnel as required for the following systems:
  - a. Omron (PLC System for door monitoring and control, intercom and paging system monitoring and control, duress monitoring, housing utility control and CCTV system control).
  - b. HMI Touch Screen System for remote control systems connected to the Omron system (if applicable).
  - c. Bosch (Analog CCTV System for remote monitoring and recording of surveillance video and integrated through the Omron system)
  - d. Intercom and Paging System and integrated through the Omron system.
  - e. Duress Alarm System
  - g. Microsoft Certified Professional (for networking)
  - h. Access Controls (Card reader system for remote control doors, elevators, and remote monitoring of alarms). (This service may be subcontracted as described above.
  - i. Electronically Controllable Work Stations.
  - j. Uninterruptable Power Supply Systems.

All prospective offerors shall provide documented maintenance experience records to substantiate their claim of experience as indicated above at the time their offer is submitted.

5. The Judiciary reserves the right to reject a bid submitted by any bidder who provides false personnel qualifications. Falsification of personnel qualifications, inability to perform the work in accordance with these specifications, utilization of unqualified personnel, or excessively high turnover of personnel assigned to this project SHALL CONSTITUTE A BREACH OF CONTRACT.

6. QUALIFICATION FORM. Bidder shall complete and submit the required qualification form requested in Offeror Qualification section of these Special Provisions. If requested by the Judiciary, the bidder shall have five (5) days to provide additional information/documentation. Failure to do so may result in disqualification of the bidder. The Judiciary reserves the right to reject any bid that is missing any requested information or provides false personnel qualifications.

B. **References** Offeror will list at least three (3) references in the State of Hawaii other than the State of Hawaii government, for whom Offeror has performed maintenance services that is similar in nature and/or volume to services specified herein, that will qualify offeror to perform the services. The Judiciary reserves the right to contact the references provided and to reject the offer submitted by any offeror who has not performed services that is similar in nature and volume to services required in this offer of whose performance on other jobs for this type of service has been proved unsatisfactory.

C. **License** At time of bidding and throughout the contract period, the Contractor must possess a valid State of Hawaii Specialty Contractor's C-15 License. If the Contractor fails to keep such license active during the contract period, the contract shall be subject to cancellation

D. **Permanent Office** Offeror awarded this contract shall have a permanent office location where Offeror conducts his business and is accessible to telephone calls for complaints or requests that require immediate attention. Answering services are not acceptable. The permanent office location shall be stated on the Proposal.

## 2.7. SUBCONTRACTING

The Contractor shall not delegate any duties listed in this IFB to a subcontractor other than those listed on the Offer Form unless given written approval by the Financial Services Director. The Judiciary reserves the right to approve subcontractors and to require the primary Contractor to replace a subcontractor(s) found to be unacceptable. The primary Contractor will be the sole point of contact with regard to contractual matters, including payment to any and all charges resulting from the contract, and shall be responsible for all services whether or not the primary Contractor performs them.

**Maintenance Service:** Bidder shall not subcontract this portion of the work. Bid price for maintenance services shall include **ALL COSTS** for labor, equipment, parts and materials

(costing less than \$1,000), mileage and all taxes, and any other expenses necessary as required to perform the service as specified in this bid solicitation. In addition, OFFEROR is requested to furnish in the space provided on the Offer Form, the applicable labor rate that will be charged for extra work (not covered under the scope of work of this IFB) as approved by the Officer-in-Charge. This rate shall be the standard hourly rate charged by the bidder and NOT an overtime rate and shall include **ALL** applicable fringe benefits, travel, mileage and tax costs.

**Access Controls System:** [ID Card reader System for remote control of doors, elevators, and remote monitoring of alarms]. Bidder may subcontract this portion of work. Bid Price for Access Controls Service shall include **ALL COSTS** for labor, material, equipment, chemicals, maintenance/repair services, all taxes, and any other expenses necessary to perform the Access Control maintenance.

## **2.8. INSPECTION**

The Officer in Charge at all times shall have access to the work during its prosecution and shall be furnished with every reasonable facility for ascertaining that the materials and the workmanship are in accordance with the requirements and intentions of these specifications and special provisions. All work done and all materials furnished shall be subject to the Officer in Charge's inspection and approval.

The inspection of the work shall not relieve the Contractor of any of its obligations to fulfill its contract as prescribed, and defective work shall be made good and unsuitable materials may be rejected, notwithstanding that such defective work and materials may have been previously overlooked by the Officer in Charge and accepted or included in an estimate for payment.

## **2.9. REMOVAL OF DEFECTIVE AND UNAUTHORIZED WORK**

All work which has been rejected shall be corrected or removed and replaced by the Contractor in an acceptable manner and no compensation will be allowed the Contractor for such correction or removal and replacement. Upon failure on the part of the Contractor to comply promptly with any order of the Officer in Charge, the Officer in Charge may cause any rejected work to be corrected or removed and replaced and to deduct the costs thereof from any monies due or to become due the Contractor.

## **2.10. PERFORMANCE OF WORK**

While performing the work, the Contractor shall take the necessary safety and precautionary measures to prevent the occurrence of hazardous situations for the Contractor's employees, the occupants of the buildings, and the general public. The Contractor shall at all times conduct his work to assure the least possible interference with the occupants of the buildings and cause the least possible inconvenience to the public.

Property damaged by the Contractor shall be repaired or replaced by the Contractor, at his expense, to the satisfaction of the Officer-in-Charge. The Contractor shall maintain the work area in a clean and safe condition.

## **2.11. REMOVAL OF CONTRACTOR'S EMPLOYEES**

Contractor agrees to remove any of its employees for unsatisfactory performance of services rendered and to be rendered to the Judiciary, upon request in writing by the Officer-in-Charge.

## **2.12. WORK SCHEDULE**

The work to be done shall be accomplished according to the Specifications. In the event the Contractor fails to complete the work according to the specified schedule, liquidated damages shall be assessed in accordance with the section on Liquidated Damages of these Special Provisions.

The Judiciary reserves the right to change the work schedule of any work site at any time upon thirty (30) days prior written notice with the bid price remaining the same.

## **2.13. OFFER PREPARATION**

a) **Legal Name** Offeror is requested to submit its bid under its exact legal name as registered at the Department of Commerce and Consumer Affairs. Failure to do so may delay proper execution of the contract.

b) **Bid Quotation** Bid price shall include labor, supervision, materials, supplies, equipment, and other appurtenances necessary to provide full maintenance services as detailed in the accompanying Specifications. **Bid price shall also include all applicable taxes.**

Work to be done under this contract is a taxable transaction and Offeror receiving award for this work will be required to pay the State of Hawaii General Excise tax.

c) **Wage Certificate** Offeror shall complete and submit the attached Wage Certificate by which the Offeror certifies that the services required will be performed pursuant to Section 103-55, H.R.S. Offerors are advised that Section 103-55, H.R.S., provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Offerors are further advised that in the event of an increase in wage rates to public employees performing similar work during the contract period, the Contractor will be obliged to increase their wage rates accordingly.

In the event of a wage increase to public employees during the contract period, the Contractor will be notified of such increase and the method by which the contractor can apply for the increase in contract price. These increases shall include additional costs for

those benefits required by statute, i.e. federal old age benefits, worker's compensation, temporary disability insurance, unemployment insurance and prepaid public health insurance.

Contractor shall be obliged to notify its employees performing work under this contract of the provisions of Section 103-55, H.R.S., and the current wage rate for public employees performing similar work. The Contractor may meet this obligation by posting a notice to this effect in the Contractor's place of business in an area accessible to all employees, or may include such notice with each paycheck or pay envelope furnished employees. To assist Offerors in determining whether the work his employees are to perform under this contract is similar to that performed by public employees, attached are class specifications for the positions that perform maintenance services service duties.

d) **Proposal Guarantee** A Proposal Guarantee is not required for this project.

e) **Contract Bond** A Contract Bond is not required for this project.

f) **Tax Liability** Work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS, and vendors are advised that they are liable for the Hawaii General Excise Tax (GET). If however, an Offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, Offeror shall state its tax exempt status and cite the HRS chapter or section allowing the exemption.

g) **Letter from IDenticard (or compatible)** Offeror shall provide a letter from IDenticard Systems (or compatible) stating that the Offeror is an authorized partner in good standing, and qualified and authorized to work with PremiSys (or compatible system) access control systems.

## 2.14. SUBMISSION OF OFFER

Offerors shall submit three (3) copies (1 original, 2 copies) of the Proposal Submission Packet. Completed proposals must be submitted no later than **2:00 p.m. HST on April 5, 2016** to:

The Judiciary, State of Hawaii  
Financial Services Administrator  
1111 Alakea Street, 6th Floor  
Honolulu, HI 96813 -2807  
Attention: Kelly Kimura

**OFFERS RECEIVED AFTER THE ABOVE DATE AND TIME SPECIFIED SHALL NOT BE ACCEPTED AND SHALL BE RETURNED TO THE VENDOR UNOPENED.**

Offers on CD or flash drive. As an option to submitting hard copies (orig. +2) of the written portion of your proposal, offers may be submitted on CD or flash drive (3copies) in Adobe pdf format no later than the date and time indicated above.

Offers via electronic submittal. As another option to submitting hard copies of the written portion of your proposal, offers may be submitted no later than the date and time indicated above to the designated Purchasing Specialist via Email.

Proposer bears responsibility for transmission. Proposers who submit proposals or amendments by electronic means, bear the whole and exclusive responsibility for assuring that the documents are received by the purchasing Judiciary and for ensuring the complete, correctly formatted, legible, and timely transmission of their documents. By opting to submit documents by electronic means, Proposers assume all risk that the Judiciary's receiving equipment and system may be inoperative or otherwise unavailable at the time transmission is attempted.

## **2.15. CONTRACT AWARD**

Award, if any, shall be made to the responsive and responsible Offeror submitting the lowest Total Bid price to upgrade the existing access control system from Intellisite to PremiSys (or compatible system) and provide maintenance service of the electronic security systems at the Fifth Judicial Circuit Pu'uohonua Kaulike Complex. Offeror must bid on all items to be considered for award. The Successful Offeror receiving an award shall be required to enter into a formal written contract.

The Judiciary reserves the right to reject any offers and to waive any defects, when in the Division's opinion, such rejection or waiver is in the best interest of the Judiciary.

## **2.16 REQUIREMENT FOR AWARD**

To be eligible for award, the successful offeror will be contacted to submit copies of the documents listed below to demonstrate compliance with the requirements of § 103D-310 (c), HRS:

1. Chapter 237, tax clearance;
2. Chapter 383, unemployment insurance;
3. Chapter 386, worker's compensation;
4. Chapter 392, temporary disability insurance;
5. Chapter 393, prepaid health care; and
6. Chapter 103D-310, Certificate in Good Standing for entities doing business in the State of Hawaii.

The Contractor may choose to use the Hawaii Compliance Express (HCE) which allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov> to acquire a "Certificate of Vendor Compliance". The HCE provides current compliance status as of the issuance date. In order to meet compliance, the certificate must indicate "COMPLIANT". This certificate shall be accepted for both contracting purposes and final payment. There is an annual fee to the Hawaii Information Consortium, LLC. If the Contractor chooses not to enroll in HCE, paper certificates are required.

## 2.17. INSURANCE

The Contractor shall provide automobile and comprehensive general liability insurance including personal injury and property damage for all labor employed in performing services under this contract.

The OFFEROR shall at his own expense maintain insurance in full force and effect during the life of this contract. The policy or policies of insurance maintained by Contractor shall provide the following limits and coverage:

- a) Commercial General Liability Insurance (occurrence form) of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.
- b) Automobile Insurance in the amount of \$1,000,000.00 bodily injury per person, \$1,000,000.00 bodily injury per accident, and \$1,000,000.00 property damage per accident.
- c) Workers' Compensation and Employer's Liability. Part A – Statutory. Part B, Employers Liability \$100,000.00 each accident/\$100,000.00 disease each employee/\$500,000.00 disease policy limit.

The Contractor will immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope, or not renewed upon expiration. Furthermore, The Judiciary shall be added as an additional insured as respects to operations performed for The Judiciary, State of Hawaii, and it is agreed that any insurance maintained by The Judiciary, State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy.

Failure of the contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the Judiciary to exercise any or all of the remedies provided in this contract for a default of the contractor.

Prior to execution of the contract, the successful offeror shall provide proof of coverage of insurance requirements set forth under this section.

## 2.18. INVOICING AND PAYMENT

Contractor shall submit original and three copies of the invoice, at the address listed below:

Danette Wise  
Fifth Judicial Circuit  
Fiscal Office  
3970 Kaana St.  
Lihue, Hawaii 96766

Payment shall be made to the Contractor at monthly installments upon certification that the Contractor has satisfactorily performed the required services as specified in the Specifications and in accordance to the General Conditions and these Special Provisions.

For extra work approved by the Officer-in-Charge or his representative, a separate detailed invoice is required.

Section 103-10, H.R.S. provides that the Judiciary shall have thirty (30) calendar days after receipt of invoice or performance of the services, to make payment. For this reason, the Judiciary shall reject any bid submitted with a condition requiring payment within a shorter period. Further, the Judiciary will reject any bid submitted with a condition requiring interest payments greater than that allowed by Section 103-10, H.R.S., as amended. The Judiciary will not recognize any requirement established by the Contractor and communicated to the Judiciary after award of the contract, which requires payment within a shorter period or interest payment not in conformance with the Statute.

## **2.19. COMPLIANCE WITH LAWS**

Contractor shall observe, perform, and comply with all laws, statutes, ordinances, rules and regulations of the United States Government, the State of Hawaii, or any department or agency thereof.

Contractor shall further indemnify, save and hold harmless the Judiciary against all actions, suits, damages and claims by whomsoever brought or made by reason of the nonobservance, nonperformance or noncompliance with the said laws, statutes, ordinances, rules or regulations.

## **2.20. OTHER SPECIAL PROVISIONS**

### **2.20.1. Termination for Cause**

If the Contractor:

1. Fails to begin the work or services under the contract within or by the time specified.
2. Fails to perform the work with sufficient workmen, equipment, or materials to insure prompt completion of the work.
3. Performs the work or services negligently, or neglects or refuses to remove materials or to perform anew, such work or services that may be rejected as unacceptable.
4. Discontinues the prosecution of the work or services.
5. Otherwise breaches any term of the contract.



6. Becomes insolvent or is declared bankrupt, or commits any act of bankruptcy or insolvency.
7. Allows any final judgment to stand against him unsatisfied for a period of ten (10) days.
8. Makes an assignment for the benefit of creditors.
9. For any other cause whatsoever, fails to carry out the work or services in an acceptable manner, the Judiciary will give notice to the Contractor of such delay, neglect, or default.

If the Contractor within a period of ten (10) days after the date of such notice, shall not proceed in accordance therewith, then the Judiciary will have full power and authorize, without violating the contract, to take the prosecution of the work or services out of the hands of the Contractor, and to use such methods are deemed necessary to complete the contract in an acceptable manner.

All costs and charges incurred by the Judiciary, together with the cost of completing the work or services under the contract, will be off set from any monies due or which would or might have become due to the Contractor had the Contractor completed the work under the contract. If such expense exceeds the sum which would have been payable under the contract, the Contractor shall be liable and shall pay to the Judiciary the amount of such excess within ten (10) days after demand therefore.

#### **2.20.2. Liquidated Damages**

Failure to complete the services described in the contract within the time proposed will cause damage to the Judiciary. The amounts of said damages shall be fixed at the sum of FIFTY DOLLARS (\$50.00) for each and every calendar day the Contractor delays in the completion of any item of the contract after the required date of said completion. The total sum due for such delay, shall be deducted from any payments due or to become due to the Contractor or shall be billed to the Contractor. The Contractor is responsible for payment, to the Judiciary, of all liquidated damages assessed against the Contractor.

#### **2.20.3. Rights and Remedies for Default**

In the event the Contractor fails, refuses or neglects to perform any of the services in accordance with the requirements of these Special Provisions and the Specifications herein, in addition to the recourses stated in the General Conditions, the Judiciary reserves the right to purchase in the open market, a corresponding quantity of services specified herein and to deduct from any moneys due or that may thereafter become due to the Contractor, the difference between the price named in the contract and the actual cost thereof to the Judiciary. In case any money due the contractor is insufficient for said purpose, the contractor shall pay the difference upon demand by the Judiciary. The Judiciary may also utilize all other remedies provided by law.

#### **2.20.4. Cancellation of Solicitation and Rejection of Offers**

The solicitation may be canceled or the Offers may be rejected, in whole or in part, when in the best interest of the purchasing agency, as provided in 3-122-95 through 3-122-97 HAR

#### **2.20.5. Conflicts and Variations**

In the event of any conflict or variation between the provisions of this document entitled Special Provisions and the General Conditions, the provisions of the document entitled Special Provisions shall control. In the event of any conflict or variation between the provisions of this document entitled Special Provisions and the Specifications, the provisions of the document entitled Specifications shall control.

**END OF SECTION**

**INVITATION FOR BID J16288  
TO UPGRADE EXISTING ACCESS CONTROL SYSTEM AND PROVIDE  
MAINTENANCE AND REPAIR SERVICES FOR THE ACCESS CONTROL SYSTEM AT  
THE PU'UHONUA KAULIKE FIFTH CIRCUIT JUDICIAL COMPLEX,  
THE JUDICIARY, STATE OF HAWAII**

Financial Services Director  
The Judiciary State of Hawaii  
Kauikeaouli Hale  
1111 Alakea Stree, 6<sup>th</sup> Floor  
Honolulu, Hawaii 96813

Dear Financial Services Director:

The following bid proposal is made to provide the service indicated in the following proposal schedule to The Judiciary, State of Hawaii, at the location(s) required in the specifications, all according to the true intent and meaning of the specifications hereinafter contained.

The undersigned states that he has carefully read and understands the proposal and the specifications for this contract, and that the Financial Services Director reserves the right to reject any or all bids and to waive any defects when in his opinion such rejection or waiver will be for the best interest of the Judiciary.

The undersigned hereby proposes TO UPGRADE EXISTING ACCESS CONTROL SYSTEM AND PROVIDE MAINTENANCE AND REPAIR SERVICES FOR THE ACCESS CONTROL SYSTEM AT THE PU'UHONUA KAULIKE FIFTH JUDICIAL CIRCUIT COMPLEX, THE JUDICIARY, STATE OF HAWAII, in strict compliance with the Agreement, Specifications, Special Provisions, General Conditions, and Procedural Requirements attached hereto and made a part hereof for the lump sum bid of:

\_\_\_\_\_ Dollars(\$\_\_\_\_\_).

The undersigned represents: **(Check  one only)**

A **Hawaii Business** incorporated or organized under the State of Hawaii; **OR**

A **Compliant Non-Hawaii business** not incorporated or organized under the laws of the State of Hawaii, but registered at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii and has a separate branch or division in the State that is capable of fully performing under the contract.

State of incorporation \_\_\_\_\_

Offeror is:

Sole Proprietor     Partnership     Corporation     Joint Venture

Other \_\_\_\_\_

If Offeror is a "dba" or a "division" of a corporation, please furnish the exact legal name of the corporation under which the contract, if awarded, will be executed:

\_\_\_\_\_

Federal I.D. No. \_\_\_\_\_

Hawaii General Excise Tax License I.D. No. \_\_\_\_\_

Payment address (other than street address below):

\_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Business address (Hawaii street address):

\_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Date: \_\_\_\_\_

Respectfully submitted,

Telephone No.: \_\_\_\_\_

(x) \_\_\_\_\_  
Authorized Original Signature

Fax No.: \_\_\_\_\_

\_\_\_\_\_  
Name and Title (Please Type or Print)

email: \_\_\_\_\_

The following proposal is hereby submitted for all services listed below, TO UPGRADE EXISTING ACCESS CONTROL SYSTEM AND PROVIDE MAINTENANCE AND REPAIR SERVICES FOR THE ACCESS CONTROL SYSTEM AT THE PU'UHONUA KAULIKE FIFTH JUDICIAL CIRCUIT COMPLEX, THE JUDICIARY, STATE OF HAWAII. Work to provide and install upgrades to the existing access control system from Intellisite to PremiSys (or compatible system) shall be performed within six (6) months of Notice to Proceed. Upon successful installation, operation, and acceptance of the access control system, Offeror shall provide maintenance and repair services of the access control systems at the Kauai Judicial Complex for a period of twelve (12) months commencing on acceptance of the system.

I. Maintenance Costs

A. Upgrade of the existing access control system, one (1) year warranty of newly installed equipment and concurrent maintenance of existing equipment that remains part of the system

		Bid Price
A1	Upgrade of the existing access control system	
A2	One (1) year warranty of newly installed equipment	
A3	One (1) year Maintenance of existing equipment that remains part of the system	
	<b>BID AMOUNT(A1+A2+A3)</b>	

B. Twelve (12) months Maintenance and Repair of the Access Control System

	Bid price per month (A)	Months (B)	Bid Price (A x B)
Twelve (12) months		12	

C. Total Bid Amount:

Description of Service	Amount
A. Upgrade of the existing access control system and one (1) year warranty of newly installed equipment and concurrent maintenance of existing equipment that remains part of the system	
B. Twelve (12) months Maintenance and Repair of the Access Control System	
<b>Total Bid Amount *</b>	

\* Total Bid Amount should agree with the Bid price specified on page 1 of the Offer Form and shall include **all applicable Taxes.**

C. Additional Costs

<b>Estimated Extra Work</b> ( For evaluation purposes)	
Hourly rate that will be charged for any authorized extra work [including] not covered under the scope of the specifications and as approved by the Officer-In- Charge. <b>This rate shall be the standard hourly rate charged by the Contractor and NOT an overtime rate.</b>	

Replacement of field wiring (wiring from Remote Electronic Module to various devices, excluding conduit) including material and labor.	Quantity (A) 5,000 linear ft	Price per Linear ft (B)	Total Estimated Cost (A x B)

II. Additional Information

A. Contractor Information

1. State of Hawaii Specialty Contractor's C-15 License Number: \_\_\_\_\_
2. Permanent Office Address: \_\_\_\_\_

3. Telephone Number: \_\_\_\_\_(Answering services are not acceptable)

4. Are services to be rendered by company employees similar or equal to public officers and employees listed in the attached employee classification descriptions?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, list similar positions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Comprehensive Insurance coverage will be provided by:

Carrier	Policy No.	Agent
Commercial General Liability		
Workers Compensation		
Temporary Disability		
Prepaid Health Care		
Unemployment Insurance: State of Hawaii I.D. No.		

(Check one) Insurance Certificate is \_\_\_\_ / is not \_\_\_\_ attached.

C. Subcontractors:

Offeror shall provide below information regarding subcontractor(s), if any to be used for this IFB. The contractor may subcontract only the **Access ID Card maintenance** portions of this bid.

Company Name and Address	Contact Person	Phone/Fax/email
Name & Qualifications of person who will be performing the work.		Contractor's License No.

D. References:

Names and address of three companies or government agencies, other than the Judiciary, for which the undersigned has provided or is currently providing maintenance services and disposal services. Refer to Offeror Qualification section, of the enclosed Special Provisions.

References:

Company Name &/or Contact Person	Address/Phone No./Fax/email



WAGE CERTIFICATE

Subject: INVITATION FOR BID NO.: IFB J16288

Description of Project: TO UPGRADE EXISTING ACCESS CONTROL SYSTEM AND PROVIDE MAINTENANCE FOR THE ELECTRONIC SECURITY SYSTEM AT THE PU'UHONUA KAULIKE, FIFTH JUDICIAL CIRCUIT COMPLEX, THE JUDICIARY, STATE OF HAWAII.

Pursuant to Section 103-55, Hawaii Revised Statutes, I hereby certify that if awarded the contract in excess of \$25,000, the services to be performed will be performed under the following conditions:

1. The services to be rendered shall be performed by employees paid at wages or salaries not less than wages paid to the public officers and employees for similar work. In the event of an increase in wages for public employees performing similar work during periods of the contract, Contractor shall be obliged to provide wages not less than those increased wages.
2. All applicable laws of the Federal and State governments relating to workers; compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wages required by Section 103-55, Hawaii Revised Statutes.

Offeror: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_