

INVITATION FOR BIDS (IFB) NO. 17-0094

TO

FURNISH AND DELIVER

VEHICLES

FOR

FLEET SERVICES

UNIVERSITY OF HAWAII

HONOLULU, HAWAII

NOVEMBER, 2016

BOARD OF REGENTS

UNIVERSITY OF HAWAII

HONOLULU, HAWAII

TABLE OF CONTENTS

IFB No. 17-0094 to Furnish and Deliver Vehicles for Fleet Services, University of Hawaii,
Honolulu, Hawaii

	Pages
Notice to Bidders	1
Business Classification Certification Statement	1-2
Bid Form	1- 5
Technical Specifications	1- 7
Special Provisions	1- 2

**IT IS THE RESPONSIBILITY OF ALL BIDDERS TO CHECK THE TABLE OF CONTENTS
TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR BID
PACKAGE.**

NOTICE TO BIDDERS

BID FORMS for IFB No. 17-0094, Vehicles for Fleet Services, University of Hawaii, will be available from and received in the OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT, UNIVERSITY OF HAWAII, 1400 LOWER CAMPUS ROAD, and must be submitted not later than **2:30 p.m., December 6, 2016**, and at that time will be publicly opened.

Bids received after the time and date fixed for opening will not be considered.

Vendors located outside the Island of Oahu, Hawaii, USA, may request a copy of the IFB to be sent via U.S. Postal Service by providing the vendor's name, address, contact person and telephone number. If express shipment is desired, requests must be submitted in writing with an account number, BILLABLE TO THE RECEIVER, and an authorized signature. Requests may be transmitted via facsimile, (808) 956-2093. Direct all questions to Bruce Isaacs, (808) 956-8634.

David Lassner
President, University of Hawaii

Posting Date: November 17, 2016

Vendors downloading the IFB shall be responsible for notifying the Procurement Specialist Bruce Isaacs (e-mail: bisaacs@hawaii.edu; fax: [808] 956-2093), so that the name, address, phone number, fax number, and e-mail address of the vendor can be listed on the University's register for the purpose of notification of any amendments to the IFB which are issued.

NOTICE TO BIDDERS

BUSINESS CLASSIFICATION CERTIFICATION STATEMENT

Vendors: Please complete the following information below. If you answer "No" to question No. 1, complete the certification portion and submit together with your bid document or quote.

(Terms used are taken from the Small Business Administration Rules and Regulations and the Federal Acquisition Regulation [FAR].) (Reference Section A on the reverse side of this form for Category Descriptions.)

This is to certify that the company identified below:

1. _____ IS a **small business** as defined in the Small Business Administration regulations.
(see reverse for size standards).

_____ **IS NOT** a small business as defined in the regulations.
(If you checked here, STOP, GO TO CERTIFICATION BELOW.)
2. _____ IS a **small disadvantaged business concern** and is identified, on the date of its representation, as a certified small disadvantaged business in the database maintained by the Small Business Administration (PRO-NET).
3. _____ IS a **women-owned small business concern** of which at least 51% is owned, controlled, and managed by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women.
4. _____ IS a **HUBZone small business concern** that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration.
5. _____ IS a **veteran-owned small business concern** of which not less than 51 percent is owned, controlled and managed by one or more veterans; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more veterans.
6. _____ IS a **service-disabled veteran-owned small business concern** of which not less than 51 percent is owned, controlled and managed by one or more service-disabled veterans, or in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans as defined in 38 U.S.C. 101 (16).

CERTIFICATION:

I hereby certify the information supplied herein to be true and correct.

Company Name: _____

Signature of Company Officer

Type of Goods/Services: _____

*NAICS Code: _____

Company Address: _____

Print Name: _____

Title: _____

Date: _____

Any misrepresentation shall be subject to the provisions stated in item B on the reverse side.

* North American Industry Classification System (NAICS)

- A. "SMALL BUSINESS" SIZE STANDARDS FOR FEDERAL SUB-CONTRACTORS. Small business size is determined by the primary NAICS Code. See Title 13 CFR, Part 121 to determine your NAICS Code and the threshold for determining small business (revised as of January 1, 2004).

A "small business" is a concern including its affiliates, which is independently owned and operated. It is not dominant in the field of operations in which it is selling goods and services to a federal contractor. It meets the following size criteria for its particular industry:

1. CONSTRUCTION TRADES - "Small" if average annual receipts for preceding 3 years do not exceed \$12 million.
2. CONSTRUCTION, GENERAL CONTRACTORS - "Small" if average annual receipts for preceding 3 years do not exceed \$28.5 million.
3. MANUFACTURING - "Small" if 500 employees or less, except for some specific products which will increase the complement of employees to 750 and 1,000, respectively.
4. TRANSPORTATION - "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific services:

\$21.5 million – general freight trucking, local.
\$3 million – travel agencies.
5. WHOLESALE TRADE, DURABLE AND NON-DURABLE GOODS - "Small" if 100 employees or less.
6. RETAIL TRADE - "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific products:

\$6 million - lumber and building materials, paints, hardware.
7. SERVICES - "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific services:
 - a. \$21 million – computer systems design services, custom computer programming services.
 - b. \$10.5 million - refuse collection, protective guard services.
 - c.. \$14 million - janitorial services.
 - d. \$21.5 million - passenger car rental
 - e. \$21 million – office Machinery and equipment rental & leasing
 - f. \$6 million - general automobile repair, refrigeration & air conditioning.
8. ALL OTHER TYPES OF BUSINESS - "Small" if 500 employees or less.

Where firm sizes are determined by annual receipts, and the concern is less than 3 complete fiscal years old, its total receipts means for the period it has been in business, divided by the number of weeks, including fractions of a week, and multiplied by 52.

- B. Notice. Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, small disadvantaged or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall:

1. Be punished by imposition of fine, imprisonment, or both;
2. Be subject to administrative remedies including suspension and debarment; and
3. Be ineligible for participation in a program conducted under the authority of the Act.

BID FORM
TO
FURNISH AND DELIVER
VEHICLES

Office of Procurement and
Real Property Management
University of Hawaii
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822

To Whom It May Concern:

The undersigned has carefully examined the INVITATION FOR BIDS (IFB) NO. 17-0094, TO FURNISH AND DELIVER VEHICLES FOR FLEET SERVICES, UNIVERSITY OF HAWAII, HONOLULU, HAWAII, and offers to furnish and deliver the vehicles to UH Fleet Services, University of Hawaii, 2027 East-West Road, Honolulu, Hawaii 96822, in strict accordance with the true intent and meaning of the Invitation for Bids (IFB) and shall complete delivery within ONE-HUNDRED TWENTY (120) consecutive calendar days from the date designated in the Notice to Proceed, as follows:

BASIC BID

<u>Item</u>	<u>Description</u>	<u>Qty.</u>	x	<u>Unit Price</u>	=	<u>Total Amount</u>
1.	4-Door Sedan, Flex-Fuel, 4-Passenger (Minimum), new, 2017 or later, as per Technical Specifications. Manufacturer and Model Offered: _____ Year: _____	4	x	\$ _____	=	\$ _____
2.	Full-Size, Flex-Fuel, 5-Passenger Cargo Van, new, 2017 of later, as per Technical Specifications. Manufacturer and Model Offered: _____ Year: _____	2	x	\$ _____	=	\$ _____
3.	Full-Size, Flex-Fuel, 2-Wheel Drive, ½ -Ton Pickup Truck with Regular Cab, new, 2017 or later, as per Technical Specifications. Manufacturer and Model Offered: _____ Year: _____	1				\$ _____
<p>Prices for all items shall be f.o.b. destination, including delivery costs, and all applicable taxes.</p> <p>Bidders do not need to bid on all items to be considered for award.</p>						

TAX LIABILITY

Both out-of-state and Hawaii bidders are advised that the amount bid on this solicitation is subject to the general excise tax imposed by Chapter 237, Hawaii Revised Statutes (HRS) and, if tangible property is being imported into the State of Hawaii for resale, the use tax (currently 1/2%) imposed by Chapter 238, HRS. (Refer to Taxes in the General Provisions.) Bidders are therefore cautioned to consider such taxes in formulating their bids since no adjustments to the prices bid shall be allowed.

BASIS FOR AWARD

The award of contract, if awarded, shall be made to the lowest responsive and responsible bidder for **EACH ITEM**.

NOTE TO BIDDERS

An acceptable bid must conform in all material respects to this Invitation for Bids. Any of the following may be grounds for disqualification:

1. Taking exception to any of the specifications, terms or conditions contained in the IFB.
2. Placing conditions on the furnishing of solicited goods or services.
3. Inclusion of a quotation or order form containing additional specifications, terms or conditions.
4. Referencing external documents containing additional specifications, terms or conditions.

Bidders are advised that bids are evaluated as submitted and requests by bidders to delete conditions contained in their bids after bid opening cannot be considered.

In the event that the undersigned is awarded this contract and its remittance address differs from the address shown on page BID - 5, please indicate remittance address below:

Street Address or P. O. Box

City State Zip Code

MOTOR VEHICLE LICENSE SELLING REQUIREMENT

The following information shall be submitted on this form by each bidder as a bid requirement:

Pursuant to Sections 437-2(a) and 437-7(h)(1), Hawaii Revised Statutes, the bidder must be licensed under this chapter in order to sell vehicles to any state or county agency.

Therefore, all prospective bidders who are interested in selling motor vehicles to the University shall provide proof that they do meet and satisfy the licensing requirement set forth in said statute by listing the license number in the spaces provided below:

STATE LICENSE NUMBER: _____

I certify that the information provided is true and correct to the best of my knowledge.

NAME OF FIRM: _____

ADDRESS: _____

TELEPHONE: _____

BY: _____

TYPED NAME: _____

TITLE: _____

(IF BY INDIVIDUAL)

NAME (Signature) TYPED NAME

SOCIAL SECURITY NUMBER

D.B.A.

FEDERAL TAXPAYER IDENTIFICATION NUMBER

ADDRESS

CITY STATE ZIP CODE

TELEPHONE NUMBER FAX NUMBER

(IF BY PARTNERSHIP)

OFFICIAL/LEGAL NAME OF FIRM

FEDERAL TAXPAYER IDENTIFICATION NUMBER

NAME (Signature) TYPED NAME

PARTNER

ADDRESS

CITY STATE ZIP CODE

TELEPHONE NUMBER FAX NUMBER

(IF BY CORPORATION)

OFFICIAL/LEGAL NAME OF COMPANY

FEDERAL TAXPAYER IDENTIFICATION NUMBER

*OFFICER (Signature) TYPED NAME

TITLE

ADDRESS OF COMPANY

CITY STATE ZIP CODE

(SEAL)

TELEPHONE NUMBER FAX NUMBER

IF LICENSED OR INCORPORATED TO DO BUSINESS WITHIN THE STATE OF HAWAII AND SUBJECT TO THE PROVISIONS OF THE HAWAII GENERAL EXCISE TAX LAWS, INDICATE GENERAL EXCISE TAX LICENSE NUMBER _____.

*Please attach to this page evidence of the authority of this officer to submit a bid on behalf of the corporation, giving also, the address and names and addresses of the other officers.

NOTE: FILL IN ALL BLANK SPACES WITH INFORMATION ASKED FOR OR BID MAY BE INVALIDATED.

TECHNICAL SPECIFICATIONS

This section indicates the Technical Specifications for the vehicles required. The Technical Specifications listed herein are the minimum requirements and are mandatory for an accepted bid.

All questions pertaining to the Technical Specifications shall be directed to Cate Matsushima, Commuter & Fleet Services Manager, telephone (808) 956-9290.

Bidders are cautioned to review the Technical Specifications carefully and thoroughly. Objections to or requests for clarification of the specifications shall be made in writing in accordance with the General Provisions to the Office of Procurement and Real Property Management prior to the submittal of a bid. The submittal of a bid shall be considered as acceptance of the specifications as published.

Item 1 – FOUR (4) each, 4-Door Sedan, Flex-Fuel, 4-Passenger (Minimum), new, 2017 or later, with the following specifications:

1. TYPE: 4-Door Sedan Flex-Fuel, 4-Passenger (Minimum) new, 2017 or later.
BIDDER OFFERING: _____

2. DRIVE TRAIN: Front wheel drive.
BIDDER OFFERING: _____

3. ENGINE:
a. FOUR (4) cylinder, Flex-Fuel.
BIDDER OFFERING: _____

b. Fuel system: E-85, flexible-fuel system.
BIDDER OFFERING: _____

4. TRANSMISSION: FOUR (4)-speed, automatic with overdrive.
BIDDER OFFERING: _____

5. AUDIO SYSTEM: Manufacturer's Specification.
BIDDER OFFERING: _____

6. COLOR:
a. Exterior: White.
BIDDER OFFERING: _____

b. Interior: Manufacturer's Specification.
BIDDER OFFERING: _____

7. STEERING: Power steering.
BIDDER OFFERING: _____

8. BRAKES: Power front disc with anti-lock.
BIDDER OFFERING: _____

9. WHEELBASE: Manufacturer's Specification.
BIDDER OFFERING: _____

10. SEATS: 4-passenger seating minimum.
BIDDER OFFERING: _____

11. AIR CONDITIONING: Manufacturer's Specification.
BIDDER OFFERING: _____

Item 1 (Continued)

12.	DOORS: Power door locks with remote entry. BIDDER OFFERING: _____
13.	WINDOWS: Power windows. BIDDER OFFERING: _____
14.	MIRRORS: Manufacturer's Specification. BIDDER OFFERING: _____
15.	RUSTPROOFING: Entire vehicle in accordance with Federal Standard 297-D. BIDDER OFFERING: _____
16.	UNDERCOATING: Manufacturer's Specification. BIDDER OFFERING: _____
17.	SAFETY: Shall meet all federal and state safety requirements. BIDDER OFFERING: _____
18.	MISCELLANEOUS: a. Factory equipped roadside accessories. b. Maximum care extended warranty, 7 years/75,000 miles, Zero (0) deductible. c. TWO (2) sets of original keys, with remote entry. d. Operator and service manuals, and if available, ONE (1) repair manual (per type/model). BIDDER OFFERING: _____
ALL SPECIFICATIONS MUST BE COMPLETE UPON DELIVERY OF VEHICLE TO DEPARTMENT'S SITE.	

Item 2 – TWO (2) each, Full-Size, Flex-Fuel, 5-Passenger Cargo Van, new, 2017 or later, with the following specifications:

1. TYPE: Full-Size, Flex-Fuel, 5-Passenger Cargo Van, new, 2017 or later.
BIDDER OFFERING: _____

2. BODY: Full-Size, 5-passenger van with separate cargo area.
BIDDER OFFERING: _____

3. ENGINE:
a. V6 Flex-Fuel or V8 Flex-Fuel.
BIDDER OFFERING: _____
b. Fuel System: E-85, flexible-fuel system.
BIDDER OFFERING: _____

4. TRANSMISSION: 4-speed, automatic with overdrive.
BIDDER OFFERING: _____

5. GVW RATING: Manufacturer's Specification.
BIDDER OFFERING: _____

6. AIR BAG: Manufacturer's Specification.
BIDDER OFFERING: _____

7. COLOR:
a. Exterior: White.
BIDDER OFFERING: _____
b. Interior: Manufacturer's Specification.
BIDDER OFFERING: _____

8. STEERING: Power assisted.
BIDDER OFFERING: _____

9. BRAKES: Power front disc with anti-lock.
BIDDER OFFERING: _____

10. WHEELBASE: Manufacturer's Specification.
BIDDER OFFERING: _____

11. SEATS: 5-passenger seating.
BIDDER OFFERING: _____

Item 2 (Continued)

12.	AIR CONDITIONING: Manufacturer's Specification. BIDDER OFFERING: _____
13.	DOOR LOCK: Manufacturer's Specification. BIDDER OFFERING: _____
14.	WINDOWS: Front power windows. Windows all around. BIDDER OFFERING: _____
15.	MIRRORS: Manufacturer's Specification. BIDDER OFFERING: _____
16.	DOOR TYPE: Hinged side/hinged rear cargo door. BIDDER OFFERING: _____
17.	RUSTPROOFING: Entire vehicle in accordance with Federal Standard 297-D. BIDDER OFFERING: _____
18.	UNDERCOATING: Manufacturer's Specification. BIDDER OFFERING: _____
19.	SAFETY: Shall meet all federal and state safety requirements. BIDDER OFFERING: _____
20.	MISCELLANEOUS: a. Factory equipped roadside accessories. b. Maximum care extended warranty, 7 years/75,000 miles, Zero (0) deductible. c. TWO (2) sets of original keys, and any update or future amendments that pertain to the vehicle. d. Operator and service manuals, and if available, ONE (1) repair manual (per model/type). BIDDER OFFERING: _____
ALL SPECIFICATIONS MUST BE COMPLETE UPON DELIVERY OF VEHICLE TO DEPARTMENT'S SITE.	

Item 3 – ONE (1) only, Full-Size, Flex-Fuel, 2-Wheel Drive, ½ -Ton Pickup Truck with Regular Cab, new, 2017 or later, with the following specifications:

1. TYPE: Full-Size, Flex-Fuel, 2-Wheel Drive, ½ -Ton Pickup Truck with Regular Cab, new, 2017 or later.
BIDDER OFFERING: _____

2. GROSS VEHICLE (GVW): Manufacturer's Specification.
BIDDER OFFERING: _____

3. ENGINE:
a. V6 Flex-Fuel or V8 Flex-Fuel.
BIDDER OFFERING: _____
b. Fuel System: E-85, flexible-fuel system.
BIDDER OFFERING: _____

4. TRANSMISSION: 4-speed, automatic with overdrive.
BIDDER OFFERING: _____

5. BODY: TWO (2) door, pickup regular cab.
BIDDER OFFERING: _____

6. AIR BAG: Manufacturer's Specification.
BIDDER OFFERING: _____

7. COLOR:
a. Exterior: White.
BIDDER OFFERING: _____
b. Interior: Manufacturer's Specification.
BIDDER OFFERING: _____

8. STEERING: Power assisted.
BIDDER OFFERING: _____

9. BRAKES: Power front disc with anti-lock.
BIDDER OFFERING: _____

10. WHEELBASE: Manufacturer's Specification .
BIDDER OFFERING: _____

11. SEATS: Manufacturer's Specification.
BIDDER OFFERING: _____

Item 3 (Continued)

12.	AIR CONDITIONING: Manufacturer's Specification. BIDDER OFFERING: _____
13.	DOOR LOCK: Manufacturer's Specification. BIDDER OFFERING: _____
14.	WINDOWS: Manufacturer's Specification. BIDDER OFFERING: _____
15.	MIRRORS: Manufacturer's Specification. BIDDER OFFERING: _____
16.	AUDIO: Manufacturer's Specification. BIDDER OFFERING: _____
17.	RUSTPROOFING: Entire vehicle in accordance with Federal Standard 297-D. BIDDER OFFERING: _____
18.	UNDERCOATING: Manufacturer's Specification. BIDDER OFFERING: _____
19.	SAFETY: Shall meet all federal and state safety requirements. BIDDER OFFERING: _____
20.	MISCELLANEOUS: a. Factory equipped roadside accessories. b. Maximum care extended warranty, 7 years/75,000 miles, Zero (0) deductible. c. TWO (2) sets of original keys, and any update or future amendments that pertain to the vehicle. d. Operator and service manuals, and if available, ONE (1) repair manual (per model/type). BIDDER OFFERING: _____
ALL SPECIFICATIONS MUST BE COMPLETE UPON DELIVERY OF VEHICLE TO DEPARTMENT'S SITE.	

SPECIAL PROVISIONS

1. SCOPE

The Furnishing and Delivery of Vehicles for Fleet Services, University of Hawaii shall be in accordance with the terms and conditions of IFB No. 17-0094 and the General Provisions dated September 2013 included by reference. Copies of the General Provisions are available at the Office of Procurement and Real Property Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822 or the General Provisions may be viewed at:
<http://www.hawaii.edu/oprpm/docs/GP0913.pdf>

2. AUTHORITY

IFB No. 17-0094 is issued under the provisions of Hawaii Revised Statutes, Chapters 103 and 103D. All prospective bidders are charged with presumptive knowledge of all requirements of the cited legal authorities. Submission of a valid executed bid by any prospective bidder shall constitute an affirmation of such knowledge on the part of such prospective bidder.

3. TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The Technical Representative of the Procurement Officer is Cate Matsushima, Commuter & Fleet Services Manager, telephone (808) 956-9290.

4. SUBMITTAL OF TECHNICAL DATA

With their bids, bidders shall submit, in duplicate, manufacturer's literature or brochures with technical data and illustrations of the vehicle being offered.

5. DELIVERY

Prior to delivery, the Contractor shall contact the Technical Representative to coordinate delivery of the vehicles.

6. MANUALS AND INSTRUCTIONS

The Contractor shall provide the University with operator manuals for each vehicle furnished under this contract, and ONE (1) repair manual (CD version acceptable) if available, per type/model of vehicle.

7. MAINTENANCE

Maintenance and spare parts shall be available locally. All maintenance services must be prompt and effective and shall be performed by qualified servicemen.

8. WARRANTY

The vehicles furnished shall be new and as specified. The Contractor shall warrant that all workmanship and materials of vehicles furnished under this contract shall be guaranteed for a period of SEVEN (7) years/75,000 miles from the date of acceptance. The Contractor shall replace and/or repair any defective workmanship and/or materials at no cost to the University during the period of warranty, provided such defects are not due to abuse or negligence on the part of the University.

9. PAYMENT

The Contractor shall be remunerated upon satisfactory delivery and acceptance of the vehicle, and submission of a properly executed original invoice and ONE (1) copy, indicating the contract number, to Auxiliary Services Fiscal Office, 1951 East-West Road, Honolulu, Hawaii 96822.

10. CERTIFICATES REQUIRED

Prior to delivery, the Contractor shall obtain the following and deliver to the University together with the vehicle:

- a. Hawaii Safety Inspection Certificate (in duplicate) and decal;
- b. Motor Vehicle Registration Certificate (completed and signed); and
- c. Odometer Certificate.

11. STATE LICENSE FOR SELLING MOTOR VEHICLES

Chapter 437, Hawaii Revised Statutes, provides for regulating and licensing of motor vehicle manufacturers and distributors, and their branches and representatives, motor vehicle dealers, salesmen, auctions and auctioneers and any other persons engaged in the business of selling or purchasing motor vehicles in the State of Hawaii; therefore, all prospective bidders who are interested in selling motor vehicles to the University of Hawaii shall provide proof that they do meet and satisfy the licensing requirement set forth in said statute by listing the license number in the space provided on the bid form.

"Motor vehicle" includes any vehicle, motor vehicle, or truck, as defined in Sections 249-1 and 240-2, HRS, except for tractors, trailer, and amphibious vehicles.