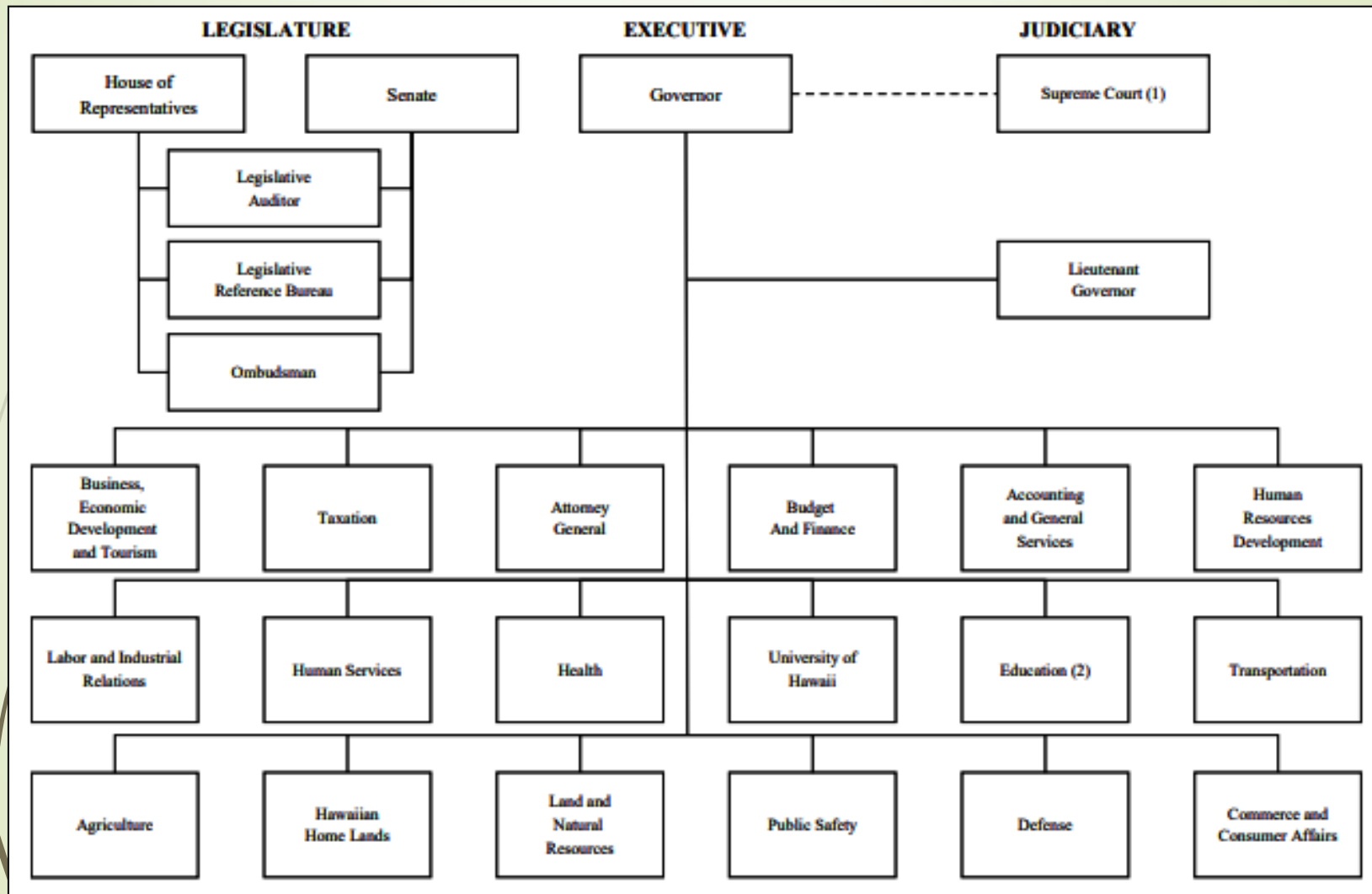




# **Doing Business with the State of Hawaii 2021**



# OVERVIEW: Organization of Hawaii Public Procurement





# OVERVIEW: Chief Procurement Officers

## “ Who are my potential Customers ? ”

### ➤ Legislative

- Speaker of the House
- Senate President

### ➤ Judicial

- Administrative Director of the Courts

### ➤ Executive

- Chairperson, Office of Hawaiian Affairs board
- President, University of Hawaii
- Superintendent, Dept of Education
- CEO, Hawaii Health Systems Corporation
- Administrator, State Procurement Office (SPO) - for the remaining executive branch departments (i.e. DAGS, DOT, DHHL, DLNR, DOH, etc.)

### ➤ Counties

- Executive Branch, the respective finance directors
- Legislative Branch, the respective chairpersons of the councils
- Managers and chief engineers, the respective water supply boards



## OVERVIEW: Government Contracting

### “ What is Government Contracting? ”

*Government Contracting is the process to obtain needed goods, services, or construction to enable government operations to conduct and achieve its mission*

Government Contracting	Lead Dept/Agency
HRS chapter 42F <i>Grants and Subsidies</i>	Legislature
HRS chapter 102 <i>Concessions</i>	All governmental entities
HRS chapter 103 <i>Expenditure of Public Money and Public Contracts</i>	Department of Accounting and General Services
HRS chapter 103B <i>Employment of State Residents on Construction Procurement Contracts</i>	All governmental entities
HRS chapter 103D <i>Hawaii Public Procurement Code</i>	State Procurement Office
HRS chapter 103F <i>Purchase of Health and Human Services</i>	State Procurement Office
HRS chapter 171 <i>Management and Disposition of Public Lands</i>	Department of Land and Natural Resources

<https://spo.hawaii.gov/wp-content/uploads/2013/12/OverviewGovtContracting.pdf>



## OVERVIEW: Methods of Procurement

### “What processes government uses to purchase?”

- \*Competitive Sealed Bids or Invitation for Bids (IFB)
- \*Competitive Sealed Proposals or Request for Proposals (RFP)
- \*Professional Services
- Emergency
- Sole Source
- \*\*Small Purchase (procurements of less than \$100,000 for goods & services, or less than \$250,000 for construction)
  - \*Requires Procurement Notices posted on the internet at:  
<https://hands.ehawaii.gov/hands/>
- \*\*Small Purchases are conducted on HlePRO at  
<https://hiepro.ehawaii.gov/welcome.html>

<https://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/goods-services-construction/>



# OVERVIEW: Methods of Procurement

The screenshot displays the official website of the State of Hawaii State Procurement Office. The header includes the state seal, the office name, a search bar, and social media links for Twitter and YouTube. A blue navigation bar contains links to Home, News & Events, For Vendors, For State & County Personnel, HlePRO, References, Forms, and FAQs. The breadcrumb trail reads: Home » For Vendors » Vendor Guide » Methods of Procurement » Goods, Services & Construction. The main heading is 'GOODS, SERVICES & CONSTRUCTION'. Below this, six blue boxes list the procurement methods: Competitive Sealed Bidding Procurement Method, Competitive Sealed Proposals Procurement Method, Professional Services Procurement Method, Small Purchases Procurement Method, Sole Source Procurement Method, and Emergency Procurement Method.

State of Hawaii  
**State Procurement Office**

Search this site

Home News & Events For Vendors For State & County Personnel HlePRO References Forms FAQs

Home » For Vendors » Vendor Guide » Methods of Procurement » Goods, Services & Construction

## GOODS, SERVICES & CONSTRUCTION

Competitive Sealed Bidding Procurement Method	Competitive Sealed Proposals Procurement Method	Professional Services Procurement Method
Small Purchases Procurement Method	Sole Source Procurement Method	Emergency Procurement Method

<https://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/goods-services-construction/>



# OVERVIEW: Competitive Sealed Bidding Procurement Method

[Home](#) » [For Vendors](#) » [Vendor Guide](#) » [Methods of Procurement](#) » [Goods, Services & Construction](#) » Competitive Sealed Bidding Procurement Method

## COMPETITIVE SEALED BIDDING PROCUREMENT METHOD

This is the method of procurement used most frequently. The Invitation for Bids (IFB) is the solicitation document.

Determination For Use	Method of procurement to be used unless it is not feasible.
Basis for Award	Lowest responsive, responsible bidder.
Brief Description of Procedure	An invitation for bid is prepared including specifications for the goods, services or construction, and administrative requirements, provisions, etc. Public notice is issued inviting offerors to submit bids by a specified submittal date.
Monetary Cap	In accordance with the contract.
Term Limit of Contract	In accordance with the contract.
Public Notice of Solicitation	<p><b>Required.</b> Shall be posted for a minimum of 10 days between the solicitation release date and bid submittal due date (a total of 12 days). Notices shall include brief description of goods, services or construction, due date for bid submittals, where and when solicitation may be obtained, contact information, pre-bid conference information and any other information as applicable.</p> <ul style="list-style-type: none"><li>• HiePRO solicitations: When a solicitation is conducted on HiePRO, procurement notice of solicitation is automatically posted.</li><li>• For solicitations not conducted on HiePRO, the notice shall be posted manually to procurement notices of solicitations website (Executive branch).</li></ul> <p>Reference: HAR Sections 3-122-16.02, 3-12-16.03</p>
Public Notice of Award	<p><b>Required.</b> Must be posted to <a href="#">contract awards website</a> (Executive branch) within 7 calendar days of award. Exception: HiePRO awards are automatically posted.</p>
Protests	<p>Allowed for any phase of solicitation and award.</p> <ul style="list-style-type: none"><li>• Protest of any phase of solicitation: shall be submitted in writing prior to receipt of offers. (<a href="#">HAR Section 3-126-3</a>)</li><li>• Protest of an award: shall be submitted in writing within 5 working days of posting of award. (<a href="#">HAR Section 3-126-4</a>)</li><li>• Stay of Procurement: Once filed, no further action shall be taken on the procurement until the protest has been settled. (<a href="#">HAR Section 3-</a></li></ul>





# OVERVIEW: Competitive Sealed Bidding Procurement Method

## STATUTES & RULES

Hawaii Revised Statutes (HRS) Chapter 103D ([Table of contents](#)) ([Links to sections](#))

- [HRS Section 103D-302](#) Competitive Sealed Bidding
- [HRS Section 103D-101](#) Requirements of Ethical Procurement

Hawaii Administrative Rules (HAR) [Chapters 3-120 to 3-132](#) (all chapters apply)

- [HAR Chapter 3-122, Subchapter 5](#)
- [HAR Section 3-131-1.02, Procurement Code of Ethics](#)

## REFERENCE

- [Competitive Sealed Bidding Award/Contract Information](#)
- [Department of the Attorney General Conditions \(Form AG-008\)](#)
- [Preferences](#)





IF I was a vendor, what would I want to know...

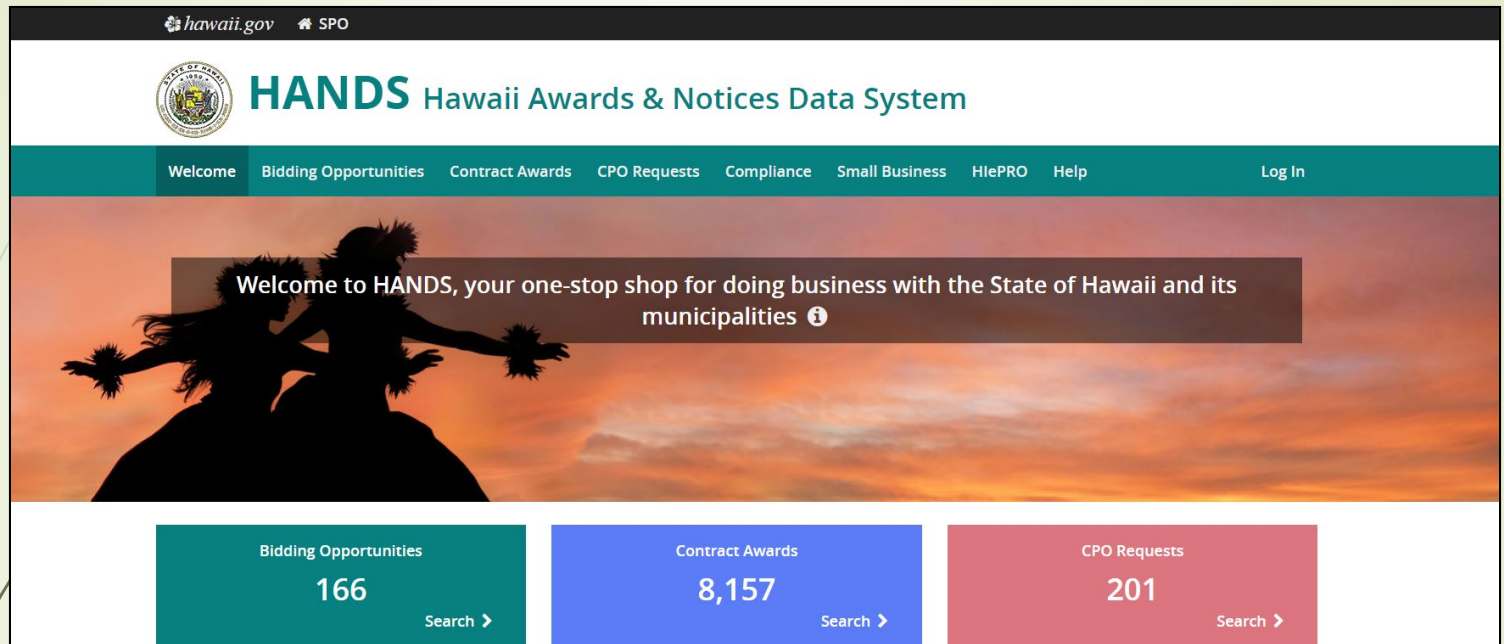
“When you learn, teach.  
When you get, give.”

MAYA ANGELOU



# Hawaii Awards & Notices Data System (HANDS)

## "Use HANDS to Search for Bidding Opportunities"



- HANDS gathers solicitation notice and award information from multiple state and county procurement platforms and displays it all in one place
- Vendors are not required to login to search for bidding opportunities and awards
- Login is required for Hawaii Compliance Express and to respond to HlePRO solicitations

<https://hands.ehawaii.gov/hands/>



# HANDS Hawaii Awards & Notices Data System

Welcome **Bidding Opportunities** Contract Awards CPO Requests Compliance Small Business HiePRO Help Log In

## Bidding Opportunities : 192 Opportunities

This page displays an up to date listing of notices for solicitations, requests for information, and other solicitation notices used to assist in the procurement of goods, services, construction, professional services and health and human services throughout the State and its municipalities. [i](#)

Enter keyword(s)

Example keywords: refuse, IFB-100-SW, Q17000556, Kauai, DAGS

[Show More Search Criteria](#)

192 Results [Export to Excel](#)

☐ Show Closed Opportunities (Marked as )

Page 1 of 20 | Show  on page

[< Prev](#) [Next >](#)

Solicitation #	Title	Category	Jurisdiction	Department	Island	Published Date	Offer Due Date & Time (HST)
IFB SPB-2021-15	Quality Control Service Review of Tenant Income Recertification Files	Goods & Services	Executive	DHS- Hawaii Public Housing Authority	Oahu	05/13/2021	05/26/2021 04:00 PM
Q21001950	Jim Buoy #4402 & #4304-T	Goods	Executive	Land & Natural Resources	Hawaii	05/13/2021	05/26/2021 02:00 PM
Q21001919	Perimeter Security Fence	Goods and Services	Executive	Land & Natural Resources	Hawaii	05/13/2021	05/24/2021 04:30 PM
Q21001951	Chain and Shackles	Goods	Executive	Land & Natural Resources	Hawaii	05/13/2021	05/26/2021 02:00 PM
B2021000023	UHM Holmes Hall Room 209 Interior Renovation - Project No. UHM 1163-20-763	Construction	<a href="#">University of Hawaii</a>	University of Hawaii	Honolulu	05/13/2021	06/04/2021 02:00 PM
RFQ J22044	Legal Counsel Services to the Family Court of the First Circuit	Professional Services	<a href="#">Judiciary</a>	Judiciary	Oahu	05/12/2021	05/27/2021 12:00 PM
IFB Job No. P19/004	Polo Beach Parking Lot Improvements	Construction	<a href="#">County of Maui</a>	Maui Director of Finance	Maui	05/12/2021	06/15/2021 02:00 PM
IFB#4122	PRIORITY POLLUTANT, SLUDGE AND CYANIDE TESTING	Goods & Services	<a href="#">County of Hawaii</a>	Hawaii Director of Finance	Hawaii	05/12/2021	05/26/2021 02:00 PM
RFP 20-21/P-155	Solid Waste Management Services For The Olowalu Convenience Center	Goods & Services	<a href="#">County of Maui</a>	Maui Director of Finance	Maui	05/12/2021	06/15/2021 02:00 PM

### Opportunities by Island





# HANDS Hawaii Awards & Notices Data System

[Welcome](#)[Bidding Opportunities](#)[Contract Awards](#)[CPO Requests](#)[Compliance](#)[Small Business](#)[HlePRO](#)[Help](#)[Log In](#)

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Hide More Search Criteria

Category

-- select --

Department

-- select --

Island

-- select --

Publish Date (on or after)

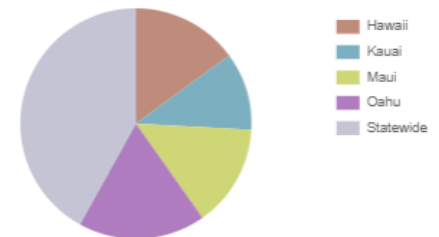
Offer Due Date (on or after)

Jurisdiction

-- select --

Clear

### Opportunities by Island



189 Results [Export to Excel](#)

☐ Show Closed Opportunities (Marked as )



# HANDS Hawaii Awards & Notices Data System

[Welcome](#)[Bidding Opportunities](#)[Contract Awards](#)[CPO Requests](#)[Compliance](#)[Small Business](#)[HlePRO](#)[Help](#)[Log In](#)

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Category

-- select --

Island

-- select --

Jurisdiction

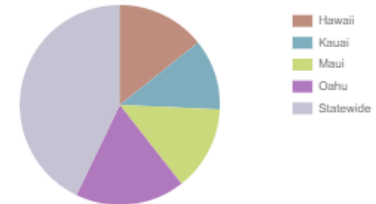
-- select --

Department

-- select --

Kauai County - Department of Water Supply  
Kauai Director of Finance  
Labor & Industrial Relations  
Land & Natural Resources  
Legislative Office of the Auditor  
Legislative Reference Bureau  
Maui County - Department of Water Supply  
Maui County - Office of Council Services  
Maui Director of Finance  
Office of Hawaiian Affairs  
Office of the Governor  
Office of the Lt. Governor  
Office of the Ombudsman  
Public Safety  
Senate  
State Ethics Commission  
State Procurement Office  
Taxation  
Transportation  
University of Hawaii

### Opportunities by Island



Offer Due Date (on or after)

Clear

192 Results

[Export to Excel](#)

☐ Show Closed Opportunities (Marked as )

Page 1 of 20 | Show 10 on page

[< Prev](#) [Next >](#)

Solicitation #	Title	Category	Jurisdiction	Department	Island	Published Date	Offer Due Date & Time (HST)
IFB SPB-2021-15	Quality Control Service Review of Tenant Income Recertification Files	Goods & Services	Executive	DHS- Hawaii Public Housing Authority	Oahu	05/13/2021	05/26/2021 04:00 PM
Q21001950	Jim Buoy #4402 & #4304-T	Goods	Executive	Land & Natural Resources	Hawaii	05/13/2021	05/26/2021 02:00 PM
Q21001919	Perimeter Security Fence	Goods and Services	Executive	Land & Natural Resources	Hawaii	05/13/2021	05/24/2021 04:30 PM
Q21001951	Chain and Shackles	Goods	Executive	Land & Natural Resources	Hawaii	05/13/2021	05/26/2021 02:00 PM
B2021000023	UHM Holmes Hall Room 209 Interior Renovation - Project No. UHM 1163-20-763	Construction	<a href="#">University of Hawaii</a>	University of Hawaii	Honolulu	05/13/2021	06/04/2021 02:00 PM



# HANDS Hawaii Awards & Notices Data System

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[Hide More Search Criteria](#)

Category

-- select --

Department

Transportation

Island

-- select --

Publish Date (on or after)

Offer Due Date (on or after)

Jurisdiction

-- select --


Clear

### Opportunities by Island



29 Results

[Export to Excel](#)

☐ Show Closed Opportunities (Marked as )

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< Prev Next >

Solicitation #	Title	Category	Jurisdiction	Department	Island	Published Date	Offer Due Date & Time (HST)
Q21001830	SCBA Units	Goods	Executive	Transportation	Hawaii	05/11/2021	05/25/2021 12:00 PM
CM2121-33	TERMINAL SEWER LINE REPLACEMENT at MOLOKAI AIRPORT, HOOLEHUA, MOLOKAI, HAWAII	Construction	Executive	Transportation	Molokai	05/10/2021	06/10/2021 02:00 PM
BH1121-43	MAINTENANCE OF ELEVATORS AND ESCALATORS, HILO INTERNATIONAL AIRPORT, HILO, HAWAII	Goods & Services	Executive	Transportation	Hawaii	05/07/2021	06/03/2021 02:00 PM
FK1549-21	FURNISHING AND DELIVERY OF ONE (1) MULTIPURPOSE STRUCTURAL PUMPER VEHICLE AT LIHUE AIRPORT, LIHUE, KAUAI, HAWAII	Goods	Executive	Transportation	Kauai	05/07/2021	06/03/2021 02:00 PM



# HANDS Hawaii Awards & Notices Data System

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## Bidding Opportunity

[Bidding Opportunities](#) / Solicitation Number: BH1121-43

[Print](#)[General Information](#)[Contact Information](#)

### General Information

Department Solicitation Number	BH1121-43
Jurisdiction	Executive
Department	Transportation
Division	Airports
Category	Goods & Services
Type of Notice	Competitive Sealed Bid (IFB)
Solicitation Title	MAINTENANCE OF ELEVATORS AND ESCALATORS, HILO INTERNATIONAL AIRPORT, HILO, HAWAII
Solicitation Description	The scope of work consists of the maintenance and repair of the elevators and escalators at the Hilo International Airport (ITO).
Release Date	05/07/2021
Offer Due Date & Time (HST)	06/03/2021 02:00 PM

### Other

Islands	Hawaii
Comments	Bid documents are available at <a href="https://hidot-contracts.data.socrata.com/stories/s/m92i-rz33">https://hidot-contracts.data.socrata.com/stories/s/m92i-rz33</a>
Files	<a href="#">BH1121-43 NTB (part 2) - signed.pdf</a>
Commodity Code(s)	423830 Elevators merchant wholesalers 423830 Escalators merchant wholesalers





## HANDS Hawaii Awards & Notices Data System

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### Bidding Opportunity

[Bidding Opportunities](#) / Solicitation Number: BH1121-43

[Print](#)[General Information](#)[Contact Information](#)

#### Buyer Information

Buyer Name	Contracts Office
Buyer Phone	(808) 587-2131
Buyer Email	<a href="mailto:dotcon@hawaii.gov">dotcon@hawaii.gov</a>

#### Specifications Contact Information

Department	Transportation
Division	Airports
Contact Name	Paul Nakasone
Contact Phone	(808) 838-8807
Contact Email	<a href="mailto:paul.m.nakasone@hawaii.gov">paul.m.nakasone@hawaii.gov</a>



## Bidding Opportunities : 192 Opportunities

This page displays an up to date listing of notices for solicitations, requests for information, and other solicitation notices used to assist in the procurement of goods, services, construction, professional services and health and human services throughout the State and its municipalities. [i](#)

Enter keyword(s)



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[Hide More Search Criteria](#)

Category

-- select --

Department

Transportation

Island

-- select --

Publish Date (on or after)



Offer Due Date (on or after)

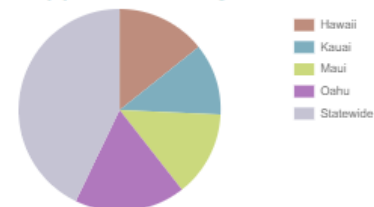


Jurisdiction

-- select --

Clear

### Opportunities by Island



4 Results

[Export to Excel](#)

☐ Show Closed Opportunities (Marked as )

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Solicitation #	Title	Category	Jurisdiction	Department	Island	Published Date	Offer Due Date & Time (HST)
BH1121-43	MAINTENANCE OF ELEVATORS AND ESCALATORS, HILO INTERNATIONAL AIRPORT, HILO, HAWAII	Goods & Services	Executive	Transportation	Hawaii	05/07/2021	06/03/2021 02:00 PM
H. C. 10818	FY21 ONE-YEAR MAINTENANCE CONTRACT FOR PAVEMENT REPAIRS AT PIER 51 CONTAINER YARD, HONOLULU HARBOR, OAHU, HAWAII	Construction	Executive	Transportation	Oahu	04/29/2021	05/27/2021 02:00 PM
H. C. 10810	FY21 ONE-YEAR MAINTENANCE CONTRACT FOR PAVEMENT REPAIRS AT FORT ARMSTRONG, HONOLULU HARBOR, OAHU, HAWAII	Construction	Executive	Transportation	Oahu	04/29/2021	05/27/2021 02:00 PM
BM1124-43	MAINTENANCE OF BACKFLOW PREVENTERS, KAHULUI AIRPORT, MAUI, HAWAII	Goods & Services	Executive	Transportation	Maui	04/21/2021	05/27/2021 02:00 PM

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# HANDS Hawaii Awards & Notices Data System

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[Bidding Opportunities](#)
[Contract Awards](#)
[CPO Requests](#)
[Compliance](#)
[Small Business](#)
[HlePRO](#)
[Help](#)
[Log In](#)

## Bidding Opportunities : 189 Opportunities

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Enter keyword(s)



Example keywords: refuse, IFB-100-SW, Q17000556, Kauai, DAGS

[Show More Search Criteria](#)

### Opportunities by Island



9 Results

[Export to Excel](#)

☐ Show Closed Opportunities (Marked as )

Page 1 of 1 | Show  on page

[< Prev](#) [Next >](#)

Solicitation #	Title	Category	Jurisdiction	Department	Island	Published Date	Offer Due Date & Time (HST)
Q2021000145	Various Kauai Schools - <b>Maintenance</b> of Portable Fire Extinguishers	Goods and Services	<a href="#">Department of Education</a>	Department of Education	Kauai	05/11/2021	06/01/2021 04:30 PM
BH1121-43	<b>MAINTENANCE</b> OF ELEVATORS AND ESCALATORS, HILO INTERNATIONAL AIRPORT, HILO, HAWAII	Goods & Services	Executive	Transportation	Hawaii	05/07/2021	06/03/2021 02:00 PM
Q2021000143	DOE Facilities <b>Maintenance</b> Branch - Albizia Eradication & Misc Weed Trees	Goods and Services	<a href="#">Department of Education</a>	Department of Education	Honolulu	05/07/2021	05/21/2021 04:30 PM
B21001885	<b>Maintenance</b> Services of Grease Traps for HIDEO Schools on Oahu	Goods and Services	<a href="#">Department of Education</a>	Education	Oahu	05/07/2021	05/19/2021 04:30 PM
GS-2021-05	GS-2021-05 Furnish & Deliver Hydrants & Appurtenances And Various Drinking Water Pipe Repair and <b>Maintenance</b> Fittings	Goods	<a href="#">Kauai Board of Water Supply</a>	Kauai County - Department of Water Supply	Kauai	04/30/2021	05/20/2021 02:00 PM
H. C. 10818	FY21 ONE-YEAR <b>MAINTENANCE</b> CONTRACT FOR PAVEMENT REPAIRS AT PIER 51 CONTAINER YARD, HONOLULU HARBOR, OAHU, HAWAII	Construction	Executive	Transportation	Oahu	04/29/2021	05/27/2021 02:00 PM
H. C. 10810	FY21 ONE-YEAR <b>MAINTENANCE</b> CONTRACT FOR PAVEMENT REPAIRS AT FORT ARMSTRONG, HONOLULU HARBOR, OAHU, HAWAII	Construction	Executive	Transportation	Oahu	04/29/2021	05/27/2021 02:00 PM
IFB 20-21/P-150	Furnishing of Labor To Provide Air Conditioning Equipment & Ice Machine <b>Maintenance</b> Services	Goods & Services	<a href="#">County of Maui</a>	Maui Director of Finance	Maui	04/23/2021	05/25/2021 02:00 PM
BM1124-43	<b>MAINTENANCE</b> OF BACKFLOW PREVENTERS, KAHULUI AIRPORT, MAUI, HAWAII	Goods & Services	Executive	Transportation	Maui	04/21/2021	05/27/2021 02:00 PM

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# Hawaii Awards & Notices Data System (HANDS)

## "Register on the HANDS Small Business Initiative"

The screenshot shows the HANDS (Hawaii Awards & Notices Data System) website. The header includes the Hawaii State Seal and navigation links: Welcome, Bidding Opportunities, Contract Awards, CPO Requests, Compliance, **Small Business** (circled in blue), HlePRO, Help, and Log In. Below the header is a teal banner for the "Small Business Initiative". The main content area has a dark background with the title "What is the Small Business Initiative?" and a paragraph explaining the initiative's purpose. Below this is a light gray box titled "How to Register" with a three-step list and a "Start a New Registration" button. At the bottom, there are three white boxes: "Search Small Businesses" with a magnifying glass icon and a search button; "Resources" with a book icon and a "View Resources" button; and "Small Business Administration" with a building icon and a "View Size Standards" button.

**HANDS** Hawaii Awards & Notices Data System

Welcome Bidding Opportunities Contract Awards CPO Requests Compliance **Small Business** HlePRO Help Log In

### Small Business Initiative

#### What is the Small Business Initiative?

The small business initiative was established to ensure that small businesses, including businesses owned by veterans, native Hawaiians, and women, are able to effectively participate in contracting opportunities with State of Hawaii government agencies. Qualified businesses are required to self-register in order to be searchable by government agencies.

#### How to Register

1. Verify that your business meets the [size standards for a small business](#) established by the Small Business Administration.
2. Create an eHawaii.gov Account. Watch the [Create Account](#) video to learn how.
3. Complete the small business registration form.

[Start a New Registration >](#)

#### Search Small Businesses

Search for businesses who have completed the small business registration.

[Search Small Businesses >](#)

#### Resources

Access helpful resources for small businesses.

[View Resources >](#)

#### Small Business Administration


Access the SBA's table of small business size standards to help assess your business size.

[View Size Standards >](#)

<https://hands.ehawaii.gov/hands/smallbusiness>



# HANDS Small Business Initiative



## HANDS Hawaii Awards & Notices Data System

Welcome Bidding Opportunities Contract Awards CPO Requests Compliance **Small Business** HiePRO Help Log In

Small Business: 359 Registered Small Businesses

[Small Business](#) / Search

This page displays small businesses who have completed the State's small business registration application. To be added to this listing [Start a New Registration](#).

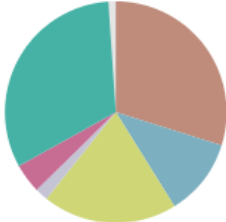
Enter keyword(s)

Example keywords: business name, construction, Maui, tree trimming, painting

[Show More Search Criteria](#)

359 Results [Export to Excel](#)

### Small Businesses by Designation




Designation	Count
Woman	10
U.S. Veteran	10
Native Hawaiian	10
Native Alaskan	10
African American	10
Hispanic American	10
Asian Pacific American	10
Subcontinent Asian American	10

- Go to the Small Business Administration website to read about the size standards for small businesses, and determine if you qualify
- Gather your business information (ie. gross revenue and number of employees for the past three years, FEIN/SSN, address, owners, etc.) prior to registering
- Once registered, agencies will be able to find your business using the small business search



# Hawaii eProcurement System (HiePRO)

## "Register on the State of Hawaii's eProcurement System"

 **HiePRO** State of Hawaii eProcurement

Home Search Commodity Codes FAQs Help Videos **Vendor Registration**

### Vendor Registration

Vendors - To use the HiePRO system, you must register your eHawaii.gov account. [i What's this?](#)

An eHawaii.gov Account is a free, single-sign-on account used to access all eHawaii.gov services. Learn more [about an eHawaii.gov account](#).

- ☐ Log in and register as a vendor
- ☐ I need to create an eHawaii.gov account

<https://hiepro.ehawaii.gov/vendor.html>



# HiePRO State of Hawaii eProcurement

[Home](#) [Search](#) [Commodity Codes](#) [FAQs](#) [Help Videos](#) [Vendor Registration](#)

## Welcome to HiePRO, the State of Hawaii eProcurement system

### Log in using your eHawaii.gov Account

An eHawaii.gov Account is a free, single-sign-on account used to access all eHawaii.gov services. Do you need an account? [Sign up](#).

Email:

Password: [\[Show\]](#)



Forgot password? [Reset password](#)

 Login

### Do you have questions?

Read the [FAQ](#), watch our [help videos](#), or [contact us](#).

### Other useful links:

- [Make a Payment](#)
- [Hawaii Compliance Express](#)
- [Doing Business with the State](#)
- [Vendor Registration Guide](#) 
- [Vendor Quick Reference Guide](#) 

### Need technical assistance?

Call NIC Hawaii at (808) 695-4620

- HiePRO is a system for issuing solicitations, receiving responses, and issuing notices of awards
- Solicitations are open to all vendors and all awards issued on HiePRO are viewable without logging in
- Login is required to submit a response to a solicitation, submit and view questions/answer, and view the abstract of bids or quotes submitted after submittal deadline





# HiePRO State of Hawaii eProcurement

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## Search for Solicitations & Awards

Notice of Solicitation

[Awards](#)

Solicitation #

Keyword

Department

All

Method of Procurement

All

[More search criteria](#)

Department Solicitation #

Category

All

Island

Statewide

Status

2 selected

Due Date (on or after)

mm/dd/yyyy

Publication Date (on or after)

mm/dd/yyyy

### Commodity Code(s)

Enter a keyword associated with your industry, click search, then select & add applicable commodity code(s).

Keyword(s)...

Search

Need help? Watch a [how-to video](#) or read about [commodity codes](#).

Search


Reset Form

Commodity Code

Description

Action





# HiePRO State of Hawaii eProcurement

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## Search for Solicitations & Awards

Notice of SolicitationAwards

Solicitation #

Keyword

[More search criteria](#)

Department Solicitation #

Category

Due Date (on or after)

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Commodity Code(s)

Enter a keyword associated with your industry, click search, then select applicable commodity code(s).

Keyword(s)Search

Need help? Watch a [how-to video](#) or read about [commodity codes](#).

SearchReset Form

Department

All

Department of Public Housing AuthorityLabor & Industrial RelationsLand & Natural ResourcesPublic SafetyState Procurement OfficeTaxationTransportationOffice of the GovernorOffice of the Lt. GovernorUniversity of HawaiiEducationOffice of Hawaiian AffairsJudiciaryState Ethics CommissionLegislative Reference BureauOffice of the OmbudsmanThe House of RepresentativesSenateKauai County - Department of Water Supply

Method of Procurement

All

Status

2 selected

Description	Action
-------------	--------

Hawaii State Procurement Office1151 Punchbowl Street, Honolulu, HI 96813

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# HiePRO State of Hawaii eProcurement

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## Search Results

[New Search](#)

☐ Show Closed Solicitations

Show  entries

Solicitation #	Dept Solicitation #	Solicitation Title	Status	Category	Island	Last Amended	Release Date	Offer Due Date
<a href="#">B21001738</a>	50B-01-14R	Kaumualii Hwy Intersection Improvements at Waimea Canyon Drive	Released	Construction	Kauai	05/03/2021	05/03/2021	05/26/2021 02:00 PM
<a href="#">Q21001774</a>	AIR-H 04262021	FURNISH AND DELIVER ONE (1) COMPACT LIGHT TOWER	Released	Goods and Services	Statewide	05/05/2021	05/05/2021	05/14/2021 02:00 PM
<a href="#">Q21001830</a>	DOT-AIR-H-21-010	SCBA Units	Released	Goods	Hawaii	05/11/2021	05/11/2021	05/25/2021 12:00 PM
<a href="#">B21001735</a>	HWY-MM-11-21R	Furnishing Street Sweeping Services for the Island of Maui	Released	Services	Maui	05/11/2021	04/22/2021	05/20/2021 02:00 PM
<a href="#">B21001718</a>	NH-064-1(010)	Sand Island Access Road, Truck Weigh Station	Released	Construction	Oahu	04/21/2021	04/21/2021	05/24/2021 02:00 PM

Showing 1 to 5 of 5 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[Modify Search](#)

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## Public Display Solicitation

[Return to Search Results](#)

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[General Information](#) [Line Items](#) [Instructions](#)

### B21001738 Kaumualii Hwy Intersection Improvements at Waimea Canyon Drive

#### General Information

**Solicitation Number** B21001738

**Status** Released

**Department** Transportation

**Division** Highways

**Islands (where the work/delivery is to be performed)** Kauai

**Category** Construction

**Release Date** 05/03/2021

**Offer Due Date & Time** 05/26/2021 02:00 PM

**Description** The scope of work consists of roadway widening, restriping, and sidewalk installation along Waimea Canyon Drive and restriping and widening of Kaumualii Highway at the intersection to provide auxiliary lanes for left turns, relocation of overhead utilities and drainage structures, new traffic signals, curb ramps, and pavement striping.

**Contact Person** Fujikawa, Eric

**Email** [eric.i.fujikawa@hawaii.gov](mailto:eric.i.fujikawa@hawaii.gov)

**Phone** 808-241-3015

**General Comments**


**Procurement Officer** Lawrence Dill

**Attachments** [Archaeological Monitoring Plan-Archaeological Monitoring Plan 50B0114R.pdf](#)  
[Noise Variance-Noise Variance 50B0114R.pdf](#)  
[IFB -Waimea Intersection Improvements IFB 50B0114R.pdf](#)  
[Construction Plans-Plans 50B0114R.pdf](#)  
[103D-1 General Conditions.pdf](#)

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Direct all questions regarding this Solicitation, and any questions or Issues relating to the accessibility of this Solicitation (Including the appendices and exhibits to this Document, and any other document related to this Solicitation), to: [Fujikawa, Eric](#).





# HiePRO State of Hawaii eProcurement

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## Public Display Solicitation

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### B21001738 Kaumualii Hwy Intersection Improvements at Waimea Canyon Drive

#### Line Items

#	Title	Quantity	Unit of Measure	Commodity Code
1	Kaumualii Hwy Intersection Improvements at Waimea Canyon Drive	1	JOB	237310, 237310, 237310, 237310, 237310, 237310, 237310, 238210, 334290, 237130, 237310, 237310

Direct all questions regarding this Solicitation, and any questions or Issues relating to the accessibility of this Solicitation (Including the appendices and exhibits to this Document, and any other document related to this Solicitation), to: [Fujikawa, Eric](#).



## Public Display Solicitation

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[General Information](#)[Line Items](#)[Instructions](#)

### B21001738 Kaumualii Hwy Intersection Improvements at Waimea Canyon Drive

#### Line Items

#	Title	Quantity	Unit of Measure	Commodity Code
1	Kaumualii Hwy Intersection Improvements at Waimea Canyon Drive	1	JOB	237310, 237310, 237310, 237310, 237310, 237310, 237310, 238210, 334290, 237130, 237310, 237310

#### Code Table

Commodity Code	Description
237310	Painting lines on highways, streets and bridges
237310	Painting traffic lanes or parking lots
237310	Pavement, highway, road, street, bridge or airport runway, construction
237310	Curbs and street gutters, highway, road and street, construction
237310	Road construction
237310	Sidewalk, public, construction
237310	Sign erection, highway, road, street, or bridge
238210	Traffic signal installation
334290	Traffic signals manufacturing
237130	Utility line (i.e., communication, electric power), construction
237310	Asphalt paving (i.e., highway, road, street, public sidewalk)
237310	Traffic lane painting

#### General

Quantity 1

Unit of Measure JOB

Title Kaumualii Hwy Intersection Improvements at Waimea Canyon Drive

Description The scope of work consists of roadway widening, restriping, and sidewalk installation along Waimea Canyon Drive and restriping and widening of Kaumualii Highway at the intersection to provide auxiliary lanes for left turns, relocation of overhead utilities and drainage structures, new traffic signals, curb ramps, and pavement striping.

#### Attachments

[Print](#)

Direct all questions regarding this Solicitation, and any questions or Issues relating to the accessibility of this Solicitation (Including the appendices and exhibits to this Document, and any other document related to this Solicitation), to: [Fujikawa, Eric](#).



# HlePRO State of Hawaii eProcurement

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## Public Display Solicitation

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[General Information](#) [Line Items](#) [Instructions](#)

### B21001738 Kaunualii Hwy Intersection Improvements at Waimea Canyon Drive

#### Instructions

**RESPONSE TO THIS SOLICITATION:** Only responses submitted through HlePRO shall be considered for award.

**OFFER DEEMED FIRM/AUTHORITY TO SUBMIT OFFER:** Submission of an electronic response to the State of Hawaii constitutes and shall be deemed an offer to sell the specified goods and/or services to the State of Hawaii at the price shown in the response and under the State's Terms and Conditions. The electronic response submitter certifies that he/she is authorized to sign the response for the submitting vendor and that the response is made without connection with any person, firm, or corporation making a response for the same goods and/or services and is in all respects fair and without collusion or fraud.

**COMPLIANCE AND DOCUMENTATION:** Vendors are required to be compliant with all appropriate state and federal statutes. Proof of compliance is required through HCE or via paper documentation.

**QUESTIONS ABOUT THIS SOLICITATION:** Unless otherwise indicated, questions regarding this solicitation must be directed to the Buyer listed.

**TRANSACTION FEES:** The awarded vendor shall pay a transaction fee of 0.75% (.0075) of the award, not to exceed \$5,000 for each award. This transaction fee shall be based on the original award amount and the awarded vendor shall be responsible for payment of the fee to NIC Hawaii, the vendor administering the HlePRO. Payment must be made to NIC Hawaii within thirty (30) days of receipt of invoice. The invoice is generated based on the date the award is posted.

**VENDOR NON-COMPLIANCE :** NON-COMPLIANCE may result in a vendor not receiving an award, delay of payment, or cancellation of award. If the vendor does not maintain timely compliance, which is the vendor's responsibility, an offer otherwise deemed responsive and responsible may not be awarded. State agencies may check for compliance at any time.

**HAWAII GENERAL EXCISE TAX (GET):** Unless otherwise stated in this solicitation, vendors shall include all applicable taxes in the price submitted. The Hawaii General Excise Tax (GET) shall not exceed 4.712% for the islands of Oahu, Kauai and Hawaii, and 4.1666% for the island of Maui.

**VENDOR REGISTRATION IN HAWAII COMPLIANCE EXPRESS (HCE) :** Vendors can register at <https://vendors.ehawaii.gov/hce> via an annual subscription fee and should subscribe prior to responding to a solicitation. For more information visit the HCE Section of the FAQs at <http://spo.hawaii.gov/faqs/#tabs-4>.

**VENDOR COMPLIANCE – PAPER DOCUMENTS :** Vendors not utilizing HCE shall provide paper certificates that must be valid at the time of award. All applications for applicable clearances are the responsibility of the vendor, who must be compliant pursuant to HRS§103D-310(c) with the chapters 1) Chapter 237, General Excise Tax Laws; 2) Chapter 382, Hawaii Employment Security Law; 3) Chapter 386, Worker's Compensation Law; 4) Chapter 392, Temporary Disability Insurance; 5) Chapter 393, Prepaid Health Care Act; and 6) §103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State. Upon receipt of compliance paper documents (A-6, LIR#27, COGS), the purchasing agency reserves the right to verify their validity with the respective issuing agency.

**ADDITIONAL FEES AND CHARGES:** Vendors shall include all applicable fees, charges, surcharges, shipping/handling, delivery, or any other charges associated with this solicitation in the price submitted.

**QUESTIONS ABOUT THIS SOLICITATION:** Enter questions about this solicitation in the Question & Answer tab in HlePRO.





General  
Information

[Line  
Items](#)

[Instructions](#)

[Interested  
Vendors](#)

[Questions  
Answers](#)

[History](#)

## B21001738 Kaumualii Hwy Intersection Improvements at Waimea Canyon Drive

### General Information

Solicitation Number B21001738

Status Released

Department Transportation

Division Highways

Procurement Method Competitive Sealed Bidding (IFB)

Solicitation Type Construction

Solicitation Title Kaumualii Hwy Intersection Improvements at Waimea Canyon Drive

Solicitation Description The scope of work consists of roadway widening, restriping, and sidewalk installation along Waimea Canyon Drive and restriping and widening of Kaumualii Highway at the intersection to provide auxiliary lanes for left turns, relocation of overhead utilities and drainage structures, new traffic signals, curb ramps, and pavement striping.

Release Date 05/03/2021

Offer Due Date & Time 05/26/2021 02:00 PM

Pre-Offer Conference Date & Time 05/10/2021 10:00 AM

Islands (where the work/delivery is to be performed) Kauai

Question Due Date & Time 05/12/2021 02:00 PM

Answer Publish Date & Time 05/19/2021 04:00 PM

Contract Start Date 08/02/2021

Required Delivery Date / Contract End Date 04/29/2022

Vendors are allowed to submit by line item? No

General Comments

Procurement Officer Lawrence Dill



## Pre-Offer Conference

Date & Time 05/10/2021 10:00 AM

Address Webinar

Address 2

City

State --

Zip Code

Comments Pre-Offer Conference will be done virtually using Microsoft Teams. Please use the below link to access the virtual meeting room (copy the link into an internet browser):

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OGQyMWE2NTUzMmFmOS00NjU2LTkzMDctZmJiY2I2OTgwZmRh%40thread.v2/0?context=%7b%22id%22%3a%223847dec6-63b2-43f9-a6d0-58a40aaa1a10%22%2c%22Oid%22%3a%2201b63999-adce-44c2-bff8-b02f36a9e5fa%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGQyMWE2NTUzMmFmOS00NjU2LTkzMDctZmJiY2I2OTgwZmRh%40thread.v2/0?context=%7b%22id%22%3a%223847dec6-63b2-43f9-a6d0-58a40aaa1a10%22%2c%22Oid%22%3a%2201b63999-adce-44c2-bff8-b02f36a9e5fa%22%7d)

Number of Attendees

[Register for the Conference](#)

## Buyer Information

Contact Person Fujikawa, Eric

Email [eric.fujikawa@hawaii.gov](mailto:eric.fujikawa@hawaii.gov)

Phone 808-241-3015

## Specifications Contact Information

Same as Buyer Yes

## Billing Information

Name Lawrence Dill

Email [lawrence.j.dill@hawaii.gov](mailto:lawrence.j.dill@hawaii.gov)

Address 1720 Haleukana St

Address 2

City Lihue

State HI

Zip Code 96766

## Attachments (applied to all line items)

- [Archaeological Monitoring Plan-Archaeological Monitoring Plan 50B0114R.pdf](#)
- [Noise Variance-Noise Variance 50B0114R.pdf](#)
- [IFB -Waimea Intersection Improvements IFB 50B0114R.pdf](#)
- [Construction Plans-Plans 50B0114R.pdf](#)
- [103D-1 General Conditions.pdf](#)

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## **B21001738** Kaunualii Hwy Intersection Improvements at Waimea Canyon Drive

### Interested Vendors

Business Name	Contact Name	Contact Email
Cushnie Construction Company, Inc.	James Hasenyager	james@cushniecci.com
Jas. W. Glover, Ltd.	Byron Fujimoto	byronf@gloverltd.com
Koga Engineering & Construction, Inc.	Brian Kunioka	bkunioka@kogaeng.com
Maui Traffic Control Services, LLC	Kapena Au	mauitcs@gmail.com



<a href="#">General Information</a>	<a href="#">Line Items</a>	<a href="#">Instructions</a>	<a href="#">Interested Vendors</a>	Questions & Answers	<a href="#">History</a>
-------------------------------------	----------------------------	------------------------------	------------------------------------	---------------------	-------------------------

**B21001738** Kaumualii Hwy Intersection Improvements at Waimea Canyon Drive

Questions & Answers

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Question Due Date & Time 05/12/2021 02:00 PM

Answer Publish Date & Time 05/19/2021 04:00 PM

[Export to Excel](#) [Export to Word](#)

[General Information](#)[Line Items](#)[Instructions](#)[Interested Vendors](#)[Questions & Answers](#)[History](#)

## B21001738 Kaumualii Hwy Intersection Improvements at Waimea Canyon Drive

### History


Show  entries

Action	User Name	Date & Time
Solicitation released.	HlePRO	05/03/2021 00:00:01

Showing 1 to 1 of 1 entries




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 **HiePRO** State of Hawaii eProcurement

Home Search Commodity Codes **FAQs** **Help Videos** Vendor Registration





### eHawaii.gov Videos

<b>eHawaii.gov Account</b> login.ehawaii.gov 	<b>Create an Account</b> login.ehawaii.gov 	<b>Retrieve Password</b> login.ehawaii.gov 
<a href="#">Account Overview</a>	<a href="#">Create an Account</a>	<a href="#">Retrieve Password</a>





### For Vendors

<b>User Roles Overview</b> hiepro.hawaii.gov 	<b>Vendor Registration</b> hiepro.hawaii.gov 	<b>Responding to a Solicitation</b> hiepro.hawaii.gov 	<b>Adding Commodity Codes</b> hiepro.hawaii.gov 
<a href="#">User Roles Overview</a>	<a href="#">Vendor Registration</a>	<a href="#">Responding to a Solicitation</a>	<a href="#">Adding Commodity Codes</a>

### For Buyers

<b>Buyer Dashboard</b> hiepro.hawaii.gov 	<b>HiePRO Solicitations</b> hiepro.hawaii.gov 	<b>HiePRO Awards</b> hiepro.hawaii.gov 	<b>Best and Final Offer</b> hiepro.hawaii.gov 
<a href="#">Buyer Dashboard</a>	<a href="#">HiePRO Solicitations</a>	<a href="#">HiePRO Awards</a>	<a href="#">Best and Final Offer (BAFO)</a>

### For Department Admins

<b>User Management</b> hiepro.hawaii.gov 	<b>Approval Paths</b> hiepro.hawaii.gov 	<b>Instructions</b> hiepro.hawaii.gov 	<b>Announcements</b> hands.ehawaii.gov 
<a href="#">User Management</a>	<a href="#">Approval Paths</a>	<a href="#">Instructions</a>	<a href="#">Announcements</a>



# Hawaii Compliance Express (HCE)

## "Register on the Hawaii Compliance Express (HCE)"



Go to **<http://vendors.ehawaii.gov>** and follow the steps below to register.

- Login using your HCE account (Click on 'Create an Account' link if you do not have an HCE account) to be directed to the vendor main page
- Click on 'Start a new Registration' and complete the questionnaire
- Review data and electronically sign the application to certify
- Follow payment processing on-screen instructions
- View, print, and submit IRS 8821 form





## Hawaii Compliance Express - Certificate of Compliance

# Welcome to Hawaii Compliance Express

HCE saves you time and hassle by providing an online "Certificate of Compliance" for your business

Compliance status updates may be delayed due to COVID-19 safety issues. We appreciate your patience and apologize for any inconvenience this may cause.

## What is Hawaii Compliance Express?

Hawaii Compliance Express (HCE) is an electronic system that provides vendors, contractors and service providers doing business with state or county agencies to quickly and easily document that they are compliant with applicable laws. HCE expedites your ability to furnish proof of compliance with the requirements of [103D-310\(c\), HRS](#).

This single certificate eliminates the need to obtain individual copies of clearances with the following agencies:

- Internal Revenue Service (IRS) - Form 8821
- Department of Labor & Industrial Relations (DLIR) - Form LIR27
- Department of Commerce and Consumer Affairs (DCCA) - Form COGS
- Department of Taxation (DOTAX) - Form A-6

Under Hawaii law, you must provide proof of compliance in order to receive a contract worth \$2,500 or more with state and county government entities in Hawaii.



## “What do I need to register in HCE”

If you are a vendor, you will need:

- Taxpayer Identification Number (FEIN or SSN)
- Hawaii Tax ID # *if applicable*
- Unemployment Insurance ID (UI ID #) *if applicable*
- Valid credit card for the \$12 annual fee

## “What is included with my HCE Registration”

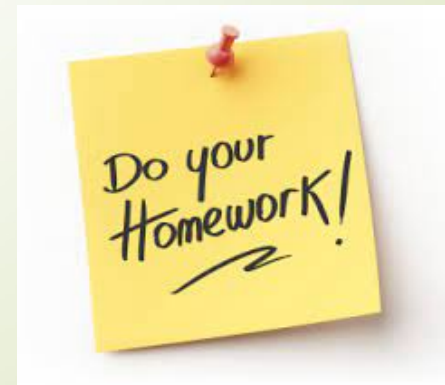
### What's included with my HCE registration?

- ✓ Registered HCE vendors receive a full year of service
- ✓ Automatic submission of information to pertinent government certifying agencies
- ✓ Automatic e-mail notification of status changes
- ✓ Unlimited access by state and county government entities to print the certificate for their use



# “KNOWLEDGE IS POWER”


- **Check out HANDS** – to see what contract awards were previously made
- **Check out SPO Price and Vendor List contracts** – to see what commodities SPO procures on behalf of the Executive branch agencies and any of the other 21 CPO Jurisdictions
- **Submit an OIP Request** – to see if you are bidding too high or too low
- **Check out the Debarment/Suspension site** – to see what vendors you do NOT want to do business with
- **Fill out a Certification for Hawaii Product Preference (SPO-038 form)** – to qualify and register your company on our Hawaii Products List





# Check out HANDS and Search Contract Awards

## “What products or services does the State buy?”



# HANDS

## Hawaii Awards & Notices Data System

Welcome Bidding Opportunities **Contract Awards** CPO Requests Compliance Small Business HiePRO Help Log In

Contract Awards : 8,365 Awards

This page displays the notice of awards for procurements done by the State and its municipalities. These are **Award Notices ONLY**, procurement records are maintained by the agency that conducted the solicitation.

Enter keyword(s)

Example keywords: awardee, refuse, IFB-100-SW, Q17000556, Kauai, DAGS

[Hide More Search Criteria](#)

Category  
-- select --

Department  
-- select --

Island  
-- select --

Date Awarded (on or after)

Jurisdiction  
-- select --

Clear

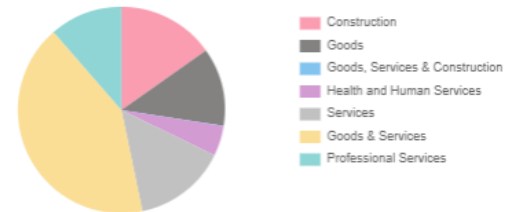
8,365 Results [Export to Excel](#)

☐ Show Archived Awards ⓘ

Awards are archived one year after the contract end date. If there is no contract end date, then the award will be archived one year after the notice of award date.

### Award Amounts by Category

(Based on the last 12 months)



66,565 Results [Export to Excel](#)


☒ Show Archived Awards ⓘ

(Do not forget to check “Show Archived Awards” to see all results)





# Check out SPO Price & Vendor List Contracts

## “What products or services does the State buy?”



State of Hawaii  
State Procurement Office



Home News & Events For Vendors For State & County Personnel HiePRO References Forms FAQs



Home » For Vendors » Contract Awards » Price & Vendor List Contracts

### PRICE & VENDOR LIST CONTRACTS

The SPO procures and manages price list and vendor list contracts on behalf of Executive branch agencies, and any of the other twenty chief procurement officer (CPO) jurisdictions, including the Judiciary and the Legislative branches and the counties that commit to participate in the contracts issued by the SPO.

Participating jurisdictions and agencies benefit by obtaining price discounts and other leveraged concessions through volume purchases. In addition there are the efficiency savings – the administrative, procurement and contract management realized by each agency or jurisdiction, rather than having to solicit individual contracts, resulting in multiple contracts for the same commodity or service. Instead these processes are managed by the SPO, and all participating jurisdictions and agencies are the beneficiaries of cooperative purchasing.

**NOTE: ALL SPO PRICE & VENDOR LIST CONTRACTS ARE FOR AUTHORIZED BUSINESS USE ONLY**



Filter...

Form Number	Dated	Subject	Island
E21-05	02/26/2021	Furnish and Deliver Paint and Coating Products - Oahu	Oahu
E20-21 Lanai	04/13/2021	Disposable Food Service Products for Cafeterias	Lanai
E20-20 Molokai	04/13/2021	Disposable Food Service Products for Cafeterias	Molokai
E20-19 Kauai	04/13/2021	Disposable Food Service Products for Cafeterias	Kauai
E20-18 Maui	04/13/2021	Disposable Food Service Products for Cafeterias	Maui
E20-17 Hawaii	04/13/2021	Disposable Food Service Products for Cafeterias	Hawaii
E20-16 Oahu	04/19/2021	Disposable Food Service Products for Cafeterias	Oahu
E19-24-A Notice	03/23/2021	Lamps (High Density Discharge) and Ballasts (Electronic & High Intensity Discharge)	Statewide
E19-24	02/19/2020	Lamps (High Density Discharge) and Ballasts (Electronic & High Intensity Discharge)	Statewide
21-19	04/28/2021	NASPO ValuePoint Information Technology Research and Advisory Services	Statewide

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<https://spo.Hawaii.gov/for-vendors/contract-awards/price-vendor-lists/>





# Submit an Office of Information Practices (OIP) Request

## “What were the prices of products or services bought by the State?”

OIP has created the following model forms that may be used by the public to request access to a government record or by government agencies to reply to a requester. Additionally, under “Other Forms,” OIP has created a UIPA Record Request Log for agencies to use to track and report record requests.

### Forms for the Public (UIPA):

- [Request to Access a Government Record](#) (rev 12/1/15) (pdf) – NOTE: This form is to be sent to the government agency that maintains the government record, **not** to the Office of Information Practices.
- [Request to Access a Government Record](#) (rev 12/1/15) (MS Word)- NOTE: This form is to be sent to the government agency that maintains the government record, **not** to the Office of Information Practices. Fillable form (to enter information on a blank line, double click to highlight the line and then enter the information).
- [Request for Assistance to the Office of Information Practices](#) (rev 2/04) (pdf)
- [Request for Assistance to the Office of Information Practices](#) (rev 2/04) (MS Word) (for those who have made a request for government records). Fillable form (to enter information on a blank line, double click to highlight the line and then enter the information).

### Forms for Government Agencies (UIPA):

- [Notice to Requester](#) (rev 12/1/15) (MS Word) – fillable form (to enter information on a blank line, double click to highlight the line and then enter the information).
- [Notice to Requester](#) (rev 12/1/15) (pdf)
- [Acknowledgment to Requester](#) (rev 5/8/14) (MS Word) – fillable form (to enter information on a blank line, double click to highlight the line and then enter the information).
- [Acknowledgment to Requester](#) (rev 5/8/14) (pdf) Note: The acknowledgment form should be used only when an agency is unable to complete the Notice to Requester within the ten business day deadline, due to extenuating circumstances, and needs to extend the deadline by up to an additional ten business days. A Notice to Requester must still be sent by the end of the extended response period.

### Uniform Information Practices Act (UIPA) Record Requests:

- \*\* To make a request for records **maintained by the Office of Information Practices** (and not records maintained by other agencies), [click here for instructions](#).
- \*\* To make a request for records maintained by another agency, **please contact the agency** that maintains the records.

### Accessibility:

If you use assistive technology and the format of any material on our website interferes with your ability to access the information, please contact:

Phone: (808) 586-1400  
Email: [oiip@hawaii.gov](mailto:oiip@hawaii.gov)

In your message, please indicate the nature of your accessibility problem, the preferred format in which to receive the requested material, the web address of the requested material, and your contact information so that we may best serve you.

For questions about the Americans with Disabilities Act (ADA) and its applicability to the online posting of minutes, notices, agendas, and other matters, please contact Hawaii's Disability and Communications Access Board (DCAB), [dcab@doh.hawaii.gov](mailto:dcab@doh.hawaii.gov), 919 Ala Moana Blvd., Room 101, Honolulu, HI 96814, (808) 586-8121, or visit DCAB's website at <http://health.hawaii.gov/dcab/>.



# OIP's Notice to Requestor Form

## "What are the Fees and Costs for an OIP Request"

The following is an itemization of what you must pay, based on the estimated fees and costs that the agency will charge you and the applicable waiver amount that will be deducted:

**For public record requests only:**

<b>Fees:</b> Search	Estimate of time to be spent: _____ hours (\$2.50 for each 15-minute period)	\$
Review & segregation	Estimate of time to be spent: _____ hours (\$5.00 for each 15-minute period)	\$
Fees waived	<input type="checkbox"/> general (\$30), <b>OR</b> <input type="checkbox"/> public interest (\$60) (Only one waiver per request)	<\$ _____>
Other	_____	\$
(Pursuant to HAR §§ 2-71-19 & 2-71-31)		
<b>Total Estimated Fees:</b>		\$

**For public or personal record requests:**

<b>Costs:</b> Copying	Estimate of # of pages to be copied: _____ (@ \$ _____ per page, pursuant to HRS § 92-21)	\$
Delivery	Postage	\$
Other	_____	\$
<b>Total Estimated Costs:</b>		\$

**TOTAL ESTIMATED FEES AND COSTS from above:** \$

- ☐ The estimated fees and costs above are for the first incremental disclosure only. Additional fees and costs, and no further fee waivers, will apply to future incremental disclosures.
- ☐ **PREPAYMENT IS REQUIRED** (50% of fees + 100% of costs, as estimated above) \$
- ☐ **UNPAID BALANCE FROM PRIOR REQUESTS** (100% must be paid before work begins) \$

**TOTAL AMOUNT DUE AT THIS TIME** \$

Payment may be made by: ☐ cash  
☐ personal check payable to \_\_\_\_\_  
☐ other \_\_\_\_\_






# Sample Award Abstract for an OIP Request

## “What should you be REALLY asking for?”

Various State Forms				IFB-12-001-SW SOLICITATION		IFB-13-001-SW SOLICITATION		IFB-14-002-SW SOLICITATION	
GROUP A - VARIOUS STANDARD SNAP-OUT FORMS									
Item No.	Form No.	Title	Minimum Quantities	Unit Bid Price		Minimum Quantities	Unit Bid Price	Minimum Quantities	Unit Bid Price
1	SAF B-14	Treasury Deposit Receipt (cont), 4-part	12	\$21.50 /pk		27	16.00 /pk	7	92.09 /pk
2a	SAF B-24	Official Receipt Book, 2-parts (50 sets/book)	41	\$3.50 /bk		121	3.67 /bk	125	5.82 /bk
2b	SAF B-24	Official Receipt Book, 3-parts (50 sets/book)	877	\$4.50 /bk		55	4.50 /bk	300	5.15 /bk
2c	SAF B-24	Official Receipt Book, 4-parts (50 sets/book)	1	\$150.00 /bk		611	4.75 /bk	62	11.88 /bk
3	SAF C-04	Continuation, (2nd page), 7-part	REMOVED FROM SOLICITATION			14	40.00 /pk	4	307.64 /pk
4a	SAF D-55	Individual Time Sheet, 3-part	174	\$9.90 /pk		137	9.90 /pk	953	15.93 /pk
4b	SAF D-55	Individual Time Sheet, 4-part	376	\$14.00 /pk		921	11.30 /pk	614	19.85 /pk
5	SAF D-56	Organizational Time Sheet, 3-part	8	\$43.50 /pk		20	17.70 /pk	24	46.08 /pk
6	SAF D-60	Salary Assignment/ Cancellation, 4-part	52	\$9.90 /pk		74	10.90 /pk	101	23.67 /pk
7	SAF D-62	Motor Vehicle Insurance Deduction Authorization, 4-part**	1	\$150.00 /pk		1	100.00 /pk	1	150.00 /pk
8	SAF D-70	Notification for Payroll Adjustment, 4-part	19	\$20.00 /pk		22	16.50 /pk	8	90.11 /pk
9	G-2	Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation, 5-part	46	\$21.50 /pk		30	16.50 /pk	30	43.90 /pk
10	HRD-10	Notification of Temporary Assignment, 4-part	439	\$16.50 /pk		249	17.15 /pk	286	32.85 /pk
11	HRD-305	Certification Form, 4-part	2	\$102.50 /pk		1	102.50 /pk	1	150.00 /pk
			2048			2283		2516	
			total Q			total Q		total Q	
GROUP B - SAF C-03 REQUISITION AND PO FORMS									
Item No.	Form No.	Title	Minimum Quantities	Unit Bid Price		Minimum Quantities	Unit Bid Price	Minimum Quantities	Unit Bid Price
<b>PART 1 - Snap-out, Single Sets</b>									
12	SAF C-03	Requisition & PO, 4-part	2	\$149.00 /st		13	33.80 /st	1	150.00 /st
13	SAF C-03	Requisition & PO, 5-part	82	\$32.35 /st		33	36.40 /st	121	29.17 /st
14	SAF C-03	Requisition & PO, 6-part	20	\$34.90 /st		10	39.20 /st	1	150.00 /st
15	SAF C-03	Requisition & PO, 7-part	27	\$38.00 /st		80	42.00 /st	55	54.78 /st
<b>PART 2 - Continuous</b>									
16	SAF C-03	Requisition & PO, 4-part**	1000	\$200.00 /M		2000		1000	
17	SAF C-03	Requisition & PO, 5-part	3000	\$175.00 /M		10000	163.00 /M	7000	787.50 /M
18	SAF C-03	Requisition & PO, 6-part	16000	\$202.00 /M		7000	189.00 /M	3000	388.82 /M
19	SAF C-03	Requisition & PO, 7-part	8000	\$226.00 /M		27000	221.00 /M	20000	260.06 /M
<b>PART 3 - Imprinting and Pre-Numbering</b>									
		IMPRINTING charge		\$120.00		120.00		150.00	
		PRE-NUMBERING charge		\$30.00		30.00		42.00	
GROUP C - NCR				IFB-12-003-SW SOLICITATION		IFB-13-001-SW SOLICITATION		IFB-14-002-SW SOLICITATION	
		Non-Printed Carbonless Paper, 8-1/2" x 11", CFB,	235	34.75 /rm		192	35.90 /rm	164	47.59 /rm





# Check out the Debarment/Suspension Site “Know your Competition”



State of Hawaii  
**State Procurement Office**

Search this site



[Home](#) [News & Events](#) [For Vendors](#) [For State & County Personnel](#) [HlePRO](#) [References](#) [Forms](#) [FAQs](#)

Home » [For State & County Personnel](#) » [Programs for State & County Personnel](#) » Debarment

**DEBARMENT**

**PROCEDURES FOR DEBARMENT & SUSPENSION**

- [Review the eight \(8\) steps that must be followed when initiating debarment action.](#)

**SUSPENDED/DEBARRED VENDORS**

Show  entries

Search:

Name of Person or Firm	Effective Date	Expiration Date	Statute/Rule	Suspended/Debarred By	Procurement Circular	Suspended (S) or Debarred (D)
Network Power Solutions, Inc	10/30/17	10/29/20	HRS §103D-702	City & County of Honolulu	<a href="#">PC2018-03</a>	D
Watts Constructors LLC	11/03/17	5/3/2021	HRS §103D-702	City & County of Honolulu	<a href="#">PC2021-08</a>	S

Showing 1 to 2 of 2 entries

[Previous](#) [Next](#)

See also: [Suspension List for Contracts Suspended Under HRS Chapter 104.](#)

<https://spo.hawaii.gov/for-state-county-personnel/programs/debarment/>



# Check out the HRS chapter 104 Suspension List “Know your Competition”

State of Hawaii Wage Standards Division				
DLIR Home WSD Home COVID-19 FAQs Divisions Forms Find a Law Find a Report About Us Contact				
Home » Prevailing Wages on Public Works » Contractors Suspended Under Chapter 104, Hawaii Revised Statutes				
<b>CONTRACTORS SUSPENDED UNDER CHAPTER 104, HAWAII REVISED STATUTES</b>				
As of February 11, 2021				
In accordance with <a href="#">Section 104-25</a> , Hawaii Revised Statutes, the following persons or firms have been suspended by the Director of Labor and Industrial Relations from doing any work on any State or county public work construction project:				
Name of Person or Firm	Reason	Suspended From:	Suspended To:	Remarks
A & J Painting, LLC	falsified records	04/12/2012	See Remarks	2
American Industrial Insulation, LLC	falsified records	09/19/2011	See Remarks	2
Constante Medina dba Voltage Electric	delayed investigation	11/15/2012	See Remarks	2
CTS Earthmoving, Inc.	failed to pay back wages and penalties	03/28/2013	See Remarks	2
Diamond Welding, Inc.	failed to pay back wages and penalties	05/26/2017	See Remarks	2
Island Grout Pumpers, Inc.	failed to pay penalties	02/06/2017	See Remarks	2
Malafu Contractors, LLC	delayed investigation	01/19/2012	See Remarks	2
Maui Master Builders, Inc.	Third Violation	10/30/2019	See Remarks	1
Maui Mayco Pump Service, Inc.	failed to pay back wages and penalties	03/01/2016	See Remarks	2
Network Power Solutions, Inc.	failed to pay back wages and penalties, falsified records	01/13/2020	See Remarks	1, 2
Niua Pacific, LLC	interfered and delayed investigation, falsified records, failed to pay back wages and penalties	01/19/2017	See Remarks	1, 2
Ohana Control Systems, Inc.	interfered and delayed investigation, failed to pay penalties	04/10/2017	See Remarks	1, 2
Pacific C R I, LLC	delayed investigation, failed to pay penalties	05/14/2019	See Remarks	1, 2
Sunshine Fencing, LLC	failed to pay back wages and penalties	03/09/2015	See Remarks	2

<http://labor.hawaii.gov/wsd/prevailing-wages-on-public-works/contractors-suspended-under-chapter-104-hawaii-revised-statutes/>



# Hawaii Product Preference (HPP)

## “Register your Product(s) on the Hawaii Products List”

State of Hawaii  
State Procurement Office

Search this site

Home News & Events For Vendors For State & County Personnel HlePRO References Forms FAQs

Home » For Vendors » Hawaii Product Preferences

### HAWAII PRODUCT PREFERENCES

Please note: effective dates may vary by island/location. Please click on the manufacturer for more information.

Product Subcategory:  Hawaii Products Category:  Show 10 entries

Search:


Manufacturer	Effective Date	Revised Date	Oahu	Maui	Hawaii	Kauai	Molokai	Product Subcategory	Hawaii Products Category
<a href="#">Jas W Glover Ltd</a>	12/15/2009	06/26/2014			X	X		Cement and Concrete	Construction and Soil Amendments
<a href="#">Jas W Glover Ltd</a>	12/15/2009	06/26/2014			X	X		Aggregates	Construction and Soil Amendments
<a href="#">Jas W Glover Ltd</a>	12/15/2009	06/26/2014			X	X		Asphalt and Paving Materials	Construction and Soil Amendments
<a href="#">MOLOKAISEEDCO, 1-15-14</a>	11/07/2013		X	X	X	X	X	Soil Amendments, Mulch, Compost	Construction and Soil Amendments
<a href="#">GracePacificCorporationAgg</a>	10/21/2009	04/25/2014	X					Aggregates	Construction and Soil Amendments
<a href="#">GracePacificCorp_OKH</a>	11/02/2009		X		X	X		Asphalt and Paving Materials	Construction and Soil Amendments
<a href="#">Maui Paving LLC</a>	10/28/2009	04/10/2014		X			X	Asphalt and Paving Materials	Construction and Soil Amendments
<a href="#">EKO SYSTEMS INC</a>	05/25/2014		X	X	X	X		Soil Amendments, Mulch, Compost	Construction and Soil Amendments
<a href="#">Ala Imua, LLC</a>	05/28/2015	12/22/2020	X					Asphalt and Paving Materials	Construction and Soil Amendments
<a href="#">Yamada and Sons, Inc.</a>	11/02/2009				X			Aggregates	Construction and Soil Amendments

<https://spo.hawaii.gov/for-vendors/hawaii-product-preferences/>



# Hawaii Product Preference (HPP)

## "How to Qualify for the HPP (SPO-038 form)"

 **STATE OF HAWAII**  
**STATE PROCUREMENT OFFICE**

**CERTIFICATION FOR HAWAII PRODUCT PREFERENCE**

1. Legal Name of the company whose product is mined, excavated, produced, manufactured, raised or grown in the state of Hawaii  
Requester: \_\_\_\_\_

2. dba: \_\_\_\_\_

3. Hawaii General Excise Tax Number: \_\_\_\_\_

4. Address \_\_\_\_\_

5. Email Address \_\_\_\_\_

6. Contact Person \_\_\_\_\_

7. Phone \_\_\_\_\_

Submit one (1) form for each product.

8. Specify and provide details of the product for which preference is claimed (ie: Milk, white, 2% low fat, 1 gallon, four (4) to a case etc.):  
\_\_\_\_\_

9. Quality Standards met by product (ie. California Milk Standards, ASTM/AHSTO/USDA, etc.): \_\_\_\_\_

10. Product available on: ☐ Oahu ☐ Maui ☐ Hawaii ☐ Lanai ☐ Kauai ☐ Molokai

11. Product is certified an agricultural, aquacultural, horticultural, silvicultural, floricultural, or livestock product raised, grown, or harvested in the state of Hawaii.  
☐ Yes or ☐ No

	A Hawaii Input	B Non-Hawaii Input	C Total A + B
12. Definition: "Hawaii Input" is the part of the product cost attributable to production, manufacturing, or other expenses arising within the state of Hawaii. Fill in every line in column s A, B, & C.			
a. Cost to mine, excavate, produce, manufacture, raise, or grow the materials in the state of Hawaii.	\$_____ per unit	\$_____ per unit	\$_____ per unit
b. The added value of that portion of the cost of imported materials incurred after landing in the state of Hawaii, including but not limited to other articles, materials, and supplies, added to the imported materials.	\$_____ per unit	\$_____ per unit	\$_____ per unit
c. Cost of labor, variable overhead, utilities, and services, incurred in the production and manufacturing of materials <u>or products</u> in the state of Hawaii	\$_____ per unit	\$_____ per unit	\$_____ per unit
d. Fixed overhead cost and amortization or depreciation cost, if any, for buildings, tools, and equipment situated and located in the state of Hawaii used in the production or manufacturing of a product.	\$_____ per unit	\$_____ per unit	\$_____ per unit
e. Totals	\$_____ per unit (Add Column A)	\$_____ per unit (Add Column B)	\$_____ per unit (Add Column C)

13. Percent of Hawaii Input \_\_\_\_\_ % (12e. Column A Total ÷ Column C Total)

14. Failure to adequately verify, deliver, or supply Hawaii products. A procurement officer who has awarded a contract finds the contractor has failed to comply with HRS §103D-1002, Hawaii products, the contract shall be cancelled and the findings shall be referred for debarment or suspension proceedings under HRS §103D-702. Any purchase made or any contract awarded or executed in violation of this section shall be void and no payment shall be made by any purchasing agency. If debarred, the person or company shall be prohibited from bidding on any state or county government solicitations for up to three (3) years.

Should the procurement officer receiving a protest challenging the validity of the classification of a Hawaii product request an audit of the information of the proper classification of the product as defined under HRS §103D-1002, the cost of the audit shall be paid for by the requester.

In the event of any change that materially alters the offeror's ability to supply the certified Hawaii products, the offeror shall notify in writing the procurement officer within five (5) working days of knowing of the change and the parties shall enter into discussions for the purposes of revising the contract or terminating the contract for convenience.

Information submitted is CONFIDENTIAL or PROPRIETARY DATA, and the procurement officer shall not disclose this form, pursuant to HRS §92F-13(3) on government records, exception's to general rule.

**I certify, under penalties set forth in HRS §103D-1002, on Hawaii products, that the information provided herein has been examined by me and to the best of my knowledge and belief is true, correct, complete, and made in good faith pursuant to HRS §103D-101.**

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

**GOVERNMENT USE ONLY**

☐ APPROVED ☐ DISAPPROVED

Procurement Officer Signature: \_\_\_\_\_ Government Agency: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Two ways to qualify:

- **Hawaii Products submitted as part of the Solicitation – effective the date Procurement Officer (PO) signs SPO-038 form**
- **Hawaii Products submitted to the State Procurement Office (SPO) – effective one month after the SPO Administrator signs the SPO-038 form**

<https://spo.hawaii.gov/all-forms/>



# “KNOW YOUR RIGHTS”

- **You have the Right to Protest** – Reference HRS§103D-701
- **Know the decisions on procurement protests issued by the Office of Administrative Hearings (OAH)** – Reference Hawaii Public Procurement Code Desktop Reference 2020
- **Geographical or regional contracts for Hawaii vendors only** – Reference HAR§3-122-146(c)
- **Know what laws have been suspended during COVID-19 Crisis** – Reference Governor Ige’s Emergency Proclamation
- **Your Responsibilities as a Contractor during COVID-19 Crisis** – Reference Procurement Circular 2020-11 and form SPO-080

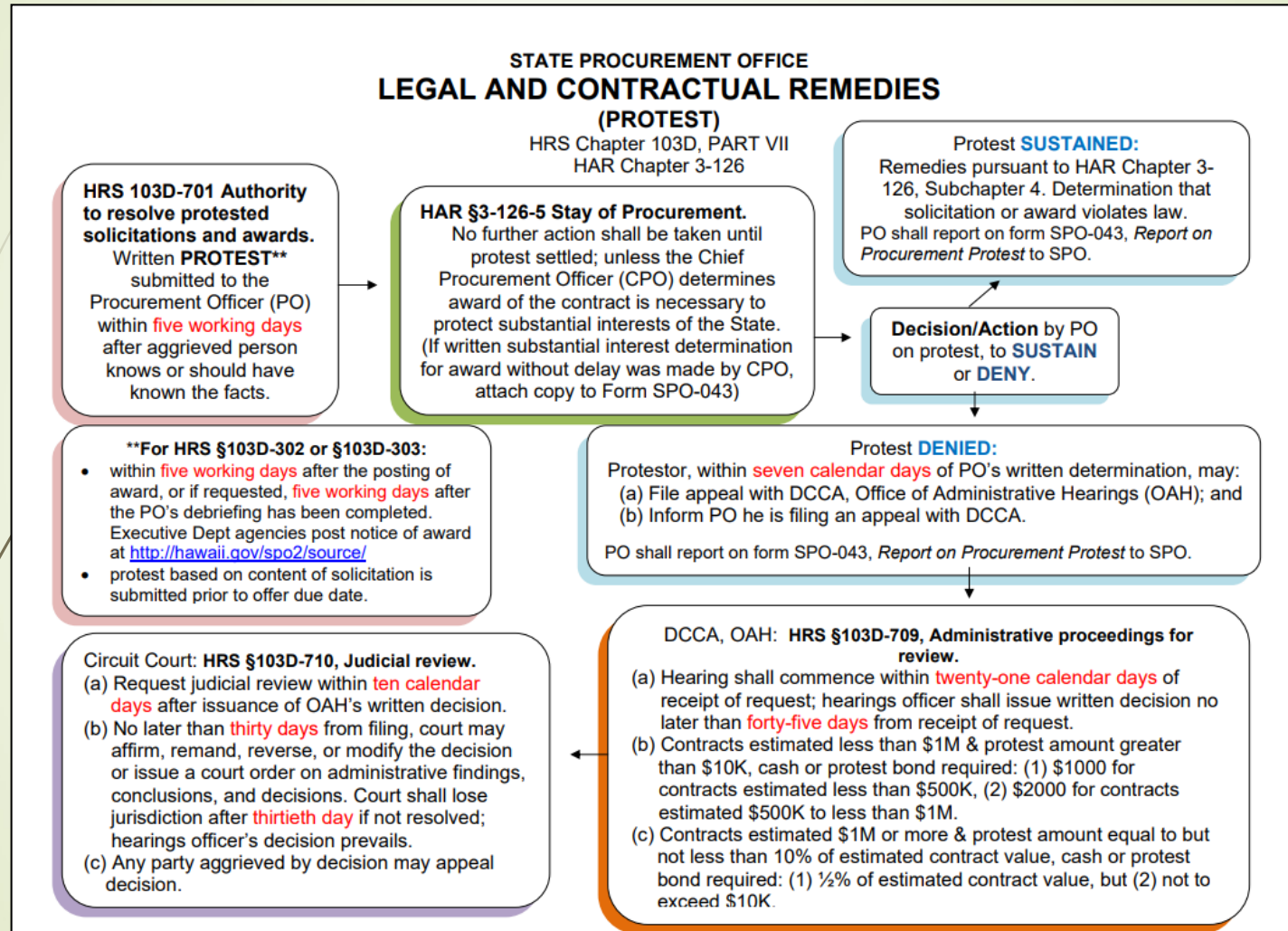






# Protest (HRS Chapter 103D, Part VII and HAR Chapter 3-126)

## “You have the Right to Protest”



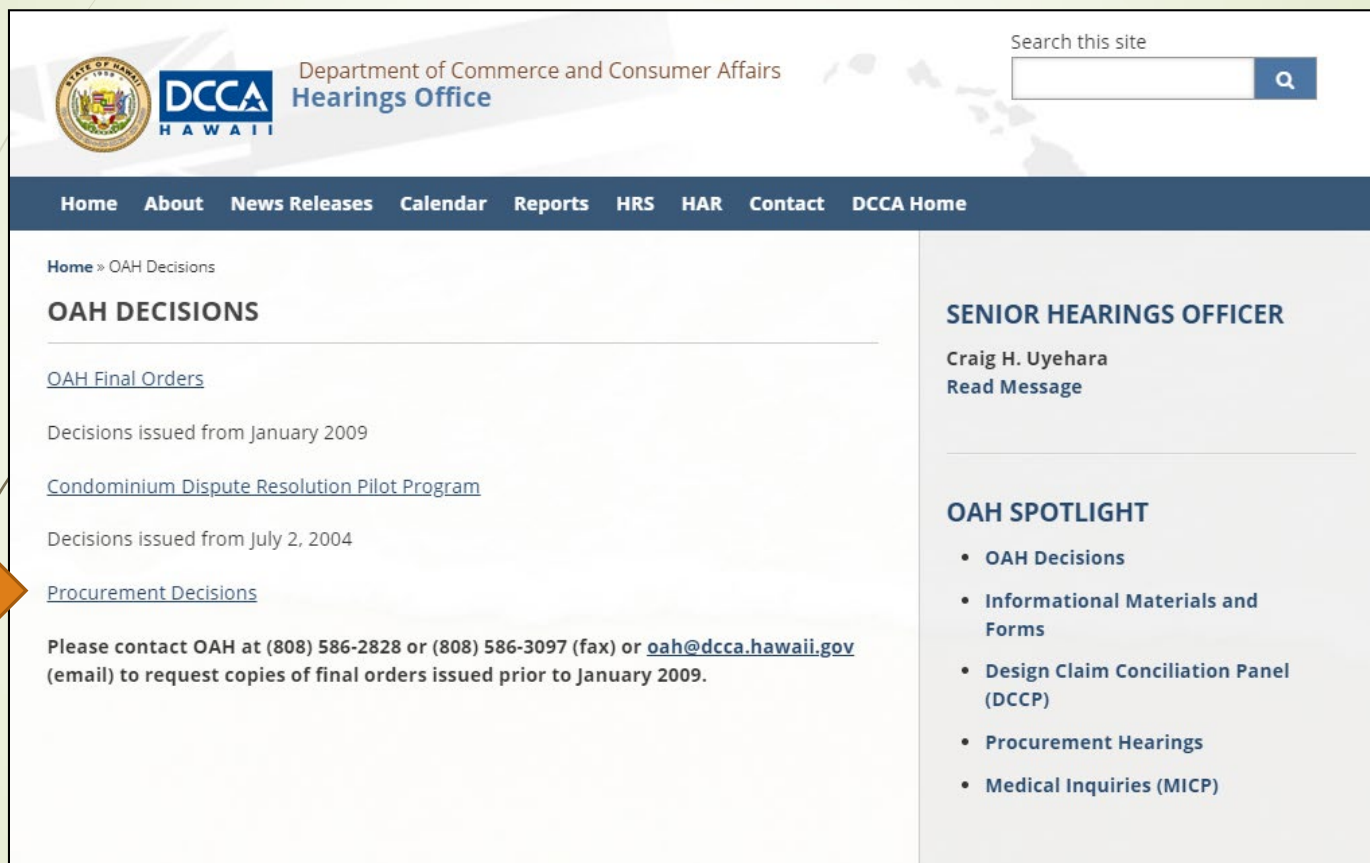
<https://spo.hawaii.gov/for-state-county-personnel/programs/procurement/solicitation/goods-services-construction/protests/>





# Hawaii Public Procurement Code Desktop Reference 2020

## “Know the Procurement Protest Decisions Issued by the Office of Administrative Hearings (OAH)”



The screenshot shows the website of the Department of Commerce and Consumer Affairs (DCCA) Hearings Office. The header includes the DCCA logo, the text "Department of Commerce and Consumer Affairs Hearings Office", and a search bar. The navigation menu includes links for Home, About, News Releases, Calendar, Reports, HRS, HAR, Contact, and DCCA Home. The main content area is titled "OAH DECISIONS" and includes a link to "OAH Final Orders". Below this, it states "Decisions issued from January 2009" and "Condominium Dispute Resolution Pilot Program". A link to "Procurement Decisions" is highlighted with an orange arrow. The right sidebar features a "SENIOR HEARINGS OFFICER" section with the name Craig H. Uyehara and a "Read Message" link, and an "OAH SPOTLIGHT" section with a list of links: OAH Decisions, Informational Materials and Forms, Design Claim Conciliation Panel (DCCP), Procurement Hearings, and Medical Inquiries (MICP).

Home » OAH Decisions

### OAH DECISIONS

[OAH Final Orders](#)

Decisions issued from January 2009

[Condominium Dispute Resolution Pilot Program](#)

Decisions issued from July 2, 2004

[Procurement Decisions](#)

Please contact OAH at (808) 586-2828 or (808) 586-3097 (fax) or [oah@dcca.hawaii.gov](mailto:oah@dcca.hawaii.gov) (email) to request copies of final orders issued prior to January 2009.

**SENIOR HEARINGS OFFICER**

Craig H. Uyehara  
[Read Message](#)

**OAH SPOTLIGHT**

- [OAH Decisions](#)
- [Informational Materials and Forms](#)
- [Design Claim Conciliation Panel \(DCCP\)](#)
- [Procurement Hearings](#)
- [Medical Inquiries \(MICP\)](#)

<https://cca.hawaii.gov/oah/files/2020/02/2020-Public-Procurement-Code-Desk-Reference-1.pdf>



# Geographical Location HAR section 3-122-146

## “Know why some Solicitations are Hawaii Vendors Only”

### Q21001952 Concrete Pavement and Joint Repairs at Pier 2, Kawaihae Harbor

#### General Information

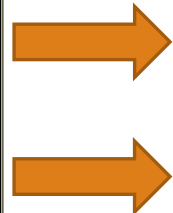
Solicitation Number	Q21001952
Status	Released
Department	Transportation
Division	Harbors
Procurement Method	Small Purchase RFQ
Solicitation Type	Construction
Solicitation Title	Concrete Pavement and Joint Repairs at Pier 2, Kawaihae Harbor
Solicitation Description	<p>H.C. 50188 - Concrete Pavement and Joint Repairs at Pier 2, Kawaihae Harbor, Hawaii.</p> <p>The scope of work for this project consists of furnishing all labor, materials, equipment necessary to properly repair top surface spalls and expansion joints at Pier 2, Kawaihae Harbor on the Big Island of Hawaii.</p> <p>To be eligible for award, bidders must possess a valid State of Hawaii Specialty General Engineering Contractor "A" license at the time when bids are due.</p> <p>TWIC and Marsec security clearance will be required to complete the project. See Specifications for additional information.</p> <p>Low bidder shall sign and submit to the Harbors Division the attached Liability Forms and Offerpage prior to issuance of award.</p> <p>Performance bonds are required for construction contracts over \$25,000. Hawaii Products Preference does not apply.</p> <p>See attached Plans and Specifications for additional project information.</p> <p>COVID-19 conditions/provisions/restrictions may affect scheduling of work.</p>
Release Date	05/13/2021
Offer Due Date & Time	05/28/2021 02:00 PM
Pre-Offer Conference	No
Show to HI Vendors Only	Yes
Allow for submission of Questions?	Yes
Islands (where the work/delivery is to be performed)	Hawaii

<https://spo.hawaii.gov/wp-content/uploads/2013/11/3-122.pdf>



# Governor Ige's Emergency Proclamations

## “Know what Laws have been Suspended during COVID-19”



Home » Emergency Proclamations

### EMERGENCY PROCLAMATIONS

[Twentieth Proclamation Related to the COVID-19 Emergency](#)  
Posted on May 7, 2021

[Second Proclamation Related to Heavy Rains and Flooding](#)  
Posted on May 6, 2021

[Nineteenth Proclamation Related to the COVID-19 Emergency](#)  
Posted on April 9, 2021

[Proclamation Related to Heavy Rains and Flooding](#)  
Posted on March 9, 2021

[Eighteenth Proclamation Related to the COVID-19 Emergency](#)  
Posted on February 12, 2021

[Proclamation Related to the Drought and Axis Deer in the County of Maui](#)  
Posted on January 27, 2021

[Seventeenth Proclamation Related to the COVID-19 Emergency](#)  
Posted on December 16, 2020

[Sixteenth Proclamation Related to the COVID-19 Emergency](#)  
Posted on November 23, 2020

[Fifteenth Proclamation Related to the COVID-19 Emergency](#)  
Posted on November 16, 2020

[FOURTH PROCLAMATION RELATED TO THE APRIL 2020 KAUAI FLOODING](#)  
Posted on October 18, 2020

[Older posts](#)

#### Navigation

- COVID-19
  - Beyond Recovery: Reopening Hawai'i Strategy Document
  - Beyond Recovery: Reopening Hawai'i Presentation
  - Beyond Recovery: Safe Travels Program and Strategy Document
- Reports
- Bills Signed or Vetoed
  - 2021 Bills
  - 2020 Bills
  - 2019 Bills
  - 2018 Bills
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- Press Releases
- Public Speeches
- Proclamations
  - Proclamations
  - Emergency Proclamations

<https://governor.hawaii.gov/emergency-proclamations/>



# Contractor Responsibility Guidance (SPO-080 form)

## “Know your Contractor Responsibilities during COVID-19”



**Memorandum for Record (MFR)**  
**Contractor Responsibility Guidance in COVID19**

Declared Disaster Name and Identification Number: _____	
Buyer Name (Print): _____	Department: _____
Solicitation No.: _____	P.O.#: _____
Vendor Name: _____	Date: _____

**1. First check Hawaii Compliance Express (HCE) at**  
<https://vendors.ehawaii.gov/hce/splash/welcome.html>  
Per the Governor's Declaration, only COVID-related procurements are exempt from the Procurement Code. However! We have confirmation that the IRS Local office has closed and that the two positions inside of IRS that cover HCE compliance are not working this area indefinitely. There are four possible scenarios:

- If Vendor is compliant, print HCE compliance document for the procurement package. Best practice includes checks from Step 2 – SPO recommends considering these resources also for the procurement package.
- If Vendor is non-compliant, where the HCE certificate shows IRS as "Not Compliant" but still compliant with DCCA, DLIR and DOTAX, still print to notate and go to Step 2.
- If the situation is more than noncompliance with IRS, and this is a non-COVID related procurement, then inform the vendor that they need to be compliant with DCCA, DLIR, and DOTAX as these State Departments are open and able to work with vendors.
- If Vendor is a foreign company with no HCE standing, they must still register and request waivers from each department in order to achieve a 'compliant' HCE certificate per our Statute requirements. However, the real review required will be conducted using Step 2.

**2. Consider the following sites to determine vendor responsibility.** Print screen shots to show results and include in procurement package.

CHECKLIST ITEM	SUGGESTED RESOURCES
<input type="checkbox"/> Check to see if company is debarred, suspended, proposed for debarment or declared ineligible by any governmental entity (past or present). System for Award Management (SAM). Obtain from supplier their Federal tax identification number (EIN)	<ul style="list-style-type: none"><li>If company or person is suspended or debarred, FEMA will not reimburse the costs. <a href="https://www.sam.gov/SAM/pages/public/index.jsf">https://www.sam.gov/SAM/pages/public/index.jsf</a> (Mandatory for FEMA-Reimbursable procurements)</li></ul>
<input type="checkbox"/> Better Business Bureau. Industry self-regulation and marketplace trust site.	<ul style="list-style-type: none"><li><a href="https://www.bbb.org/">https://www.bbb.org/</a></li></ul>
<input type="checkbox"/> Review company profile on financial risk analysis websites. Currently during the Covid-19 crisis, services for government agencies are complimentary.	<ul style="list-style-type: none"><li>Dun &amp; Bradstreet: provides commercial data, analytics, and insights for businesses. <a href="https://covid19.dnb.com/">https://covid19.dnb.com/</a></li><li>Conduct a financial statement ratio analysis and benchmark them against their industry peers.</li></ul>
<input type="checkbox"/> Certificate of Good Standing available?	<ul style="list-style-type: none"><li>Request from supplier</li><li>Request from supplier's state of incorporation</li></ul>

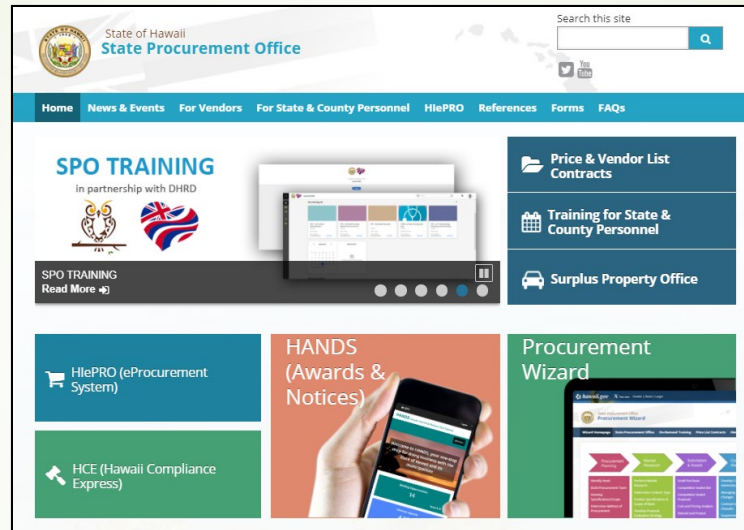
SPO-080 (05/27/20) Page 1 of 3

[https://spo.hawaii.gov/wp-content/uploads/2020/05/PC2020-11\\_AG-Guidance-and-MFR-Form-SPO-080-signed-to-post.pdf](https://spo.hawaii.gov/wp-content/uploads/2020/05/PC2020-11_AG-Guidance-and-MFR-Form-SPO-080-signed-to-post.pdf)



# “KNOW THE SPO WEBSITE”

## <https://spo.hawaii.gov>

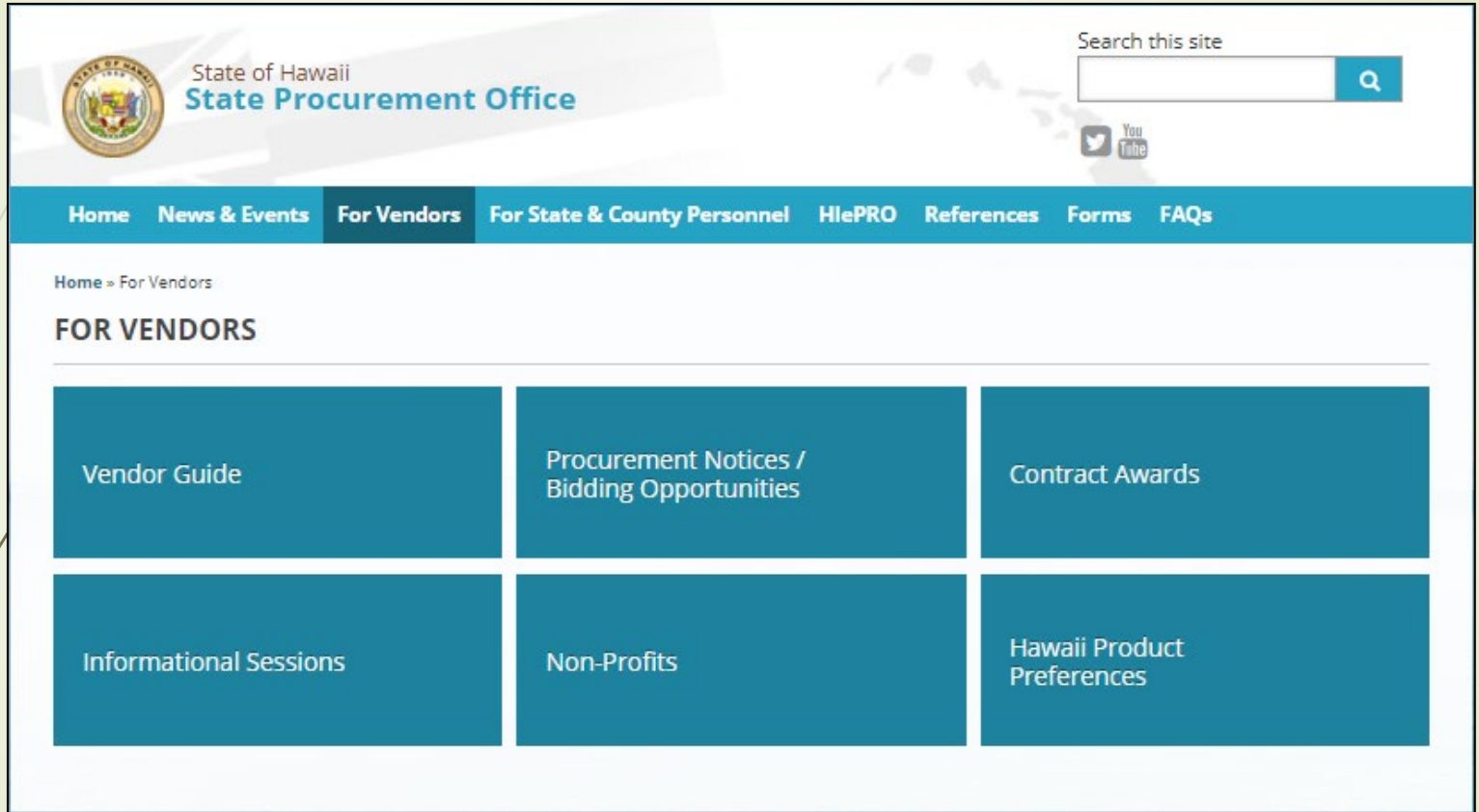


- **For Vendors Page** – Vendor Guide and Overview of Government Contracting
- **References Page** – Procurement Circulars, statutes (HRS), and rules (HAR)
- **Price and Vendor List Contracts** – Cooperative Purchasing Agreements
- **Forms Page for State of Hawaii Agencies** – SPO-080 form
- **Forms Page for Vendors** – SPO-038 form
- **SPO’s Frequently Asked Questions (FAQs) Page**



## SPO Website – For Vendors

[“https://spo.hawaii.gov/for-vendors/”](https://spo.hawaii.gov/for-vendors/)



<https://spo.hawaii.gov/wp-content/uploads/2013/12/OverviewGovtContracting.pdf>





## SPO Website – References

[“https://spo.hawaii.gov/references/”](https://spo.hawaii.gov/references/)

The screenshot shows the SPO website's References page. At the top left is the State of Hawaii seal. To its right is the text "State of Hawaii" and "State Procurement Office". On the top right is a search bar with the placeholder text "Search this site" and a magnifying glass icon. Below the search bar are social media icons for Twitter and YouTube. A blue navigation bar contains the following links: Home, News & Events, For Vendors, For State & County Personnel, HiePRO, References (highlighted), Forms, and FAQs. Below the navigation bar is a breadcrumb trail: "Home » References". The main heading is "REFERENCES". Below this heading are five orange rectangular boxes arranged in two rows. The first row contains three boxes: "Hawaii Revised Statutes", "Hawaii Administrative Rules", and "Procurement Circulars". The second row contains two boxes: "Procurement Directives" and "Reports".

State of Hawaii  
State Procurement Office

Search this site

Twitter YouTube

Home News & Events For Vendors For State & County Personnel HiePRO **References** Forms FAQs

Home » References

### REFERENCES

- Hawaii Revised Statutes
- Hawaii Administrative Rules
- Procurement Circulars
- Procurement Directives
- Reports





# SPO Website – Price and Vendor List Contracts

“<https://spo.hawaii.gov/for-vendors/contract-awards/price-vendor lists>”

State of Hawaii  
**State Procurement Office**

Search this site

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**SPO TRAINING**  
in partnership with DHRD

**Price & Vendor List Contracts**

**Training for State & County Personnel**

**Surplus Property Office**

**HlePRO (eProcurement System)**

**HCE (Hawaii Compliance Express)**

**HANDS (Awards & Notices)**

**Procurement Wizard**



# SPO Website – Forms for State Agencies (SPO-080 form)

“<https://spo.hawaii.gov/all-forms/>”

State of Hawaii  
State Procurement Office

Search this site

Home News & Events For Vendors For State & County Personnel HlePRO References Forms FAQs

Home » Forms

## FORMS

[Department of the Attorney General Forms \(internal only\)](#)

State Goods, Services and Construction Filter...

Form Number	Subject	Updated	Audience	Category
SPO-050	Notice of Request to Use GSA Schedule 70 for Purchases/Contracts Exceeding \$1,000,000	04/19/2017	State	Goods, Services and Construction
SPO-051	Notice of Request to Use GSA Schedule 84 for Purchases/Contracts Exceeding \$500,000	07/06/2018	State	Goods, Services and Construction
SPO-055	Memorandum for Record - Price Reasonableness Determination	07/30/2019	State	Goods, Services and Construction
SPO-070	Delegated Administration Authority for the SPO Learning Management System (LMS)	06/20/2019	State	Delegation   Goods, Services and Construction   Health and Human Services
SPO-080	Contractor Responsibility Guidance for FEMA Reimbursements	05/27/2020	State	Goods, Services and Construction

Showing 21 to 25 of 25 entries (filtered from 106 total entries)

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## SPO Website – Forms for Vendors (SPO-038 form) “https://spo.hawaii.gov/all-forms/”

State of Hawaii  
State Procurement Office

Search this site

Home News & Events For Vendors For State & County Personnel HlePRO References Forms FAQs

Home » Forms

### FORMS

[Department of the Attorney General Forms \(internal only\)](#)

Vendor Goods, Services and Construction Filter...

Form Number	Subject	Updated	Audience	Category
<a href="#">Protest Bond Surety</a>	Protest Bond Surety	06/29/2012	Vendor	Goods, Services and Construction   Protests
<a href="#">SPO-008</a>	Certification of Recycled Content	07/01/2002	Vendor	Goods, Services and Construction
<a href="#">SPO-009</a>	State Procurement Office: Certificate of Eligibility to Claim Preference as a Hawaii Software Development Business as Defined by Section 103D-1006, H.R.S.	07/01/2002	Vendor	Goods, Services and Construction
<a href="#">SPO-013</a>	Certificate of Current Cost-Pricing Data	07/01/2002	Vendor	Goods, Services and Construction
<a href="#">SPO-021</a>	Standard Qualification Questionnaire for Offerors	12/15/2014	Vendor	Goods, Services and Construction
<a href="#">SPO-038</a>	Certification for Hawaii Product Preference	11/12/2010	Vendor	Goods, Services and Construction

Showing 11 to 16 of 16 entries (filtered from 106 total entries)

Previous 1 2 Next



# SPO Website – Frequently Asked Questions (FAQs)

“<https://spo.hawaii.gov/faqs/>”

State of Hawaii  
State Procurement Office

Search this site

Home News & Events For Vendors For State & County Personnel HlePRO References Forms **FAQs**

Home » FAQs

## FAQS

[Awards and Postings](#)

[Featured](#)

[For State Personnel](#)

**[For Vendors](#)**

[HCE](#)

[Health and Human Services](#)

[HlePRO](#)

[Inventory](#)

[Procurement Wizard](#)

[Surplus](#)

[Training](#)

[Travel](#)

### FOR VENDORS

**Q** What do I need to do to sell my products or services to the State?

**A** In order to do business with the State vendors, contractors and service providers must:

1. Respond to procurements issued by the various departments in a timely fashion and as dictated by the solicitation; and
2. Comply with all applicable laws.

Vendors should do the following:

1. Register with [Hawaii Compliance Express \(HCE\)](#) – an online, efficient method for providing documentation of compliance with laws.
2. Register in [HlePRO](#) – the State of Hawaii eProcurement System
3. Check the [bidding opportunities](#) regularly. This includes notices of solicitations not conducted in HlePRO.
4. When responding to a solicitation, vendors should:
  1. Read the requirements, specifications, instructions and special and general conditions or provisions carefully.
  2. Respond in accordance with the instructions.
  3. If something is not clear, it is the vendor's responsibility to ask questions of the personnel conducting the solicitation.

To prepare for upcoming procurements, vendors should also check the [awards](#) website and the [price and vendor list contracts](#).

**Q** What is HlePRO?

**A** HlePRO is the State of Hawaii eProcurement system, a system for issuing solicitations, receiving responses, and issuing notices of award. HlePRO is hosted by the NIC Hawaii and has [many features](#).



“IF in doubt, GOOGLE IT!!”

**THINK QUALITY!**  
**IF IN DOUBT  
CHECK IT OUT**



**THINK QUALITY!**  
**OUR  
CUSTOMERS  
DEPEND ON US!**

When Life Gives You Questions.

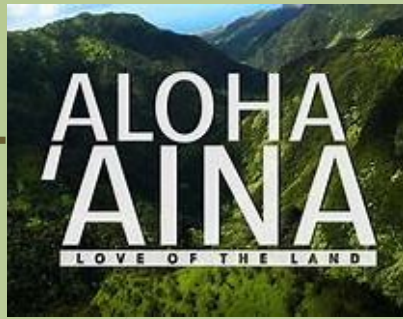
Google

has answers

Google Search

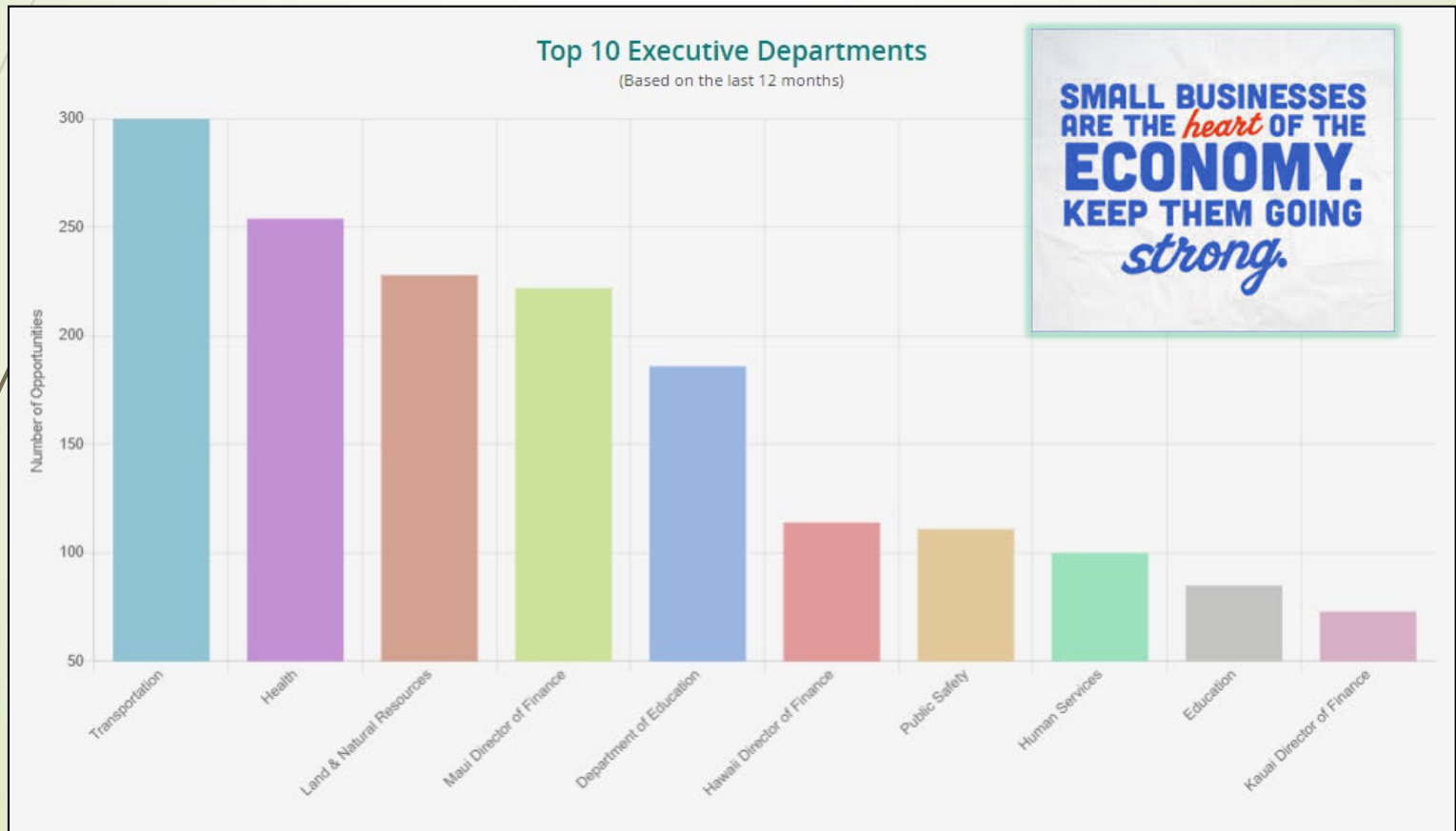
I'm Feeling Lucky

FBProfileCovers.com



“Help Us, Help You”

SHOP SMALL  
-&-  
*support local businesses*







*Kahiau, to give generously from the heart and not  
with expectation of return (selfless generosity)*







**Pa`ahana, to be hard-working, busy, and industrious (pure diligence and perseverance)**

“

*I'm convinced that about half of what separates successful entrepreneurs from the non-successful ones is pure perseverance.*

”

- Steve Jobs

[WebDevelopersNotes.com/quotes](http://WebDevelopersNotes.com/quotes)



## STATE PROCUREMENT OFFICE SUMMARY

- Visit the State Procurement Office (SPO) webpage at <http://spo.hawaii.gov> for procurement related information.
- If in Doubt, GOOGLE IT!!
- Do NOT be afraid to ask questions
- Help Us, Help You!!
- **Kahiau** – *to give generously from the heart w/o an expectation of return (Selfless generosity)*
- **Pa`ahana** – *to be hard-working, busy, and industrious (Pure diligence and perseverance)*

# MAHALO