

August 9, 2013

Pre-proposal meeting: Solicitation Packet: RFP J14088 To Provide A Price List For Network Cabling And Installation Services To The Judiciary – State Of Hawaii

The pre-proposal meeting is to provide you with the intent and a better understanding of this rfp, thereby, you will respond with your best cost and select your best personnel. The result is the Judiciary will have a predictable cost for cabling hardware and labor with a standardized cabling system.

Highlights:

- 1) Page 2; 1.2 Significant Dates – please review; proposals due 2pm, HST August 30,2013.
- 2) Pages 3 thru 5; Maintaining the existing network cabling at our 33 sites statewide at no additional costs to the Judiciary; anticipated 4 new sites; Judiciary’s business hours are from 7:45am to 4:30pm HST, Monday thru Friday, except for state holidays.
- 3) Pages 5 thru 8; Technical Specifications: old sites CAT5e yellow plenum cables, new sites CAT6 green plenum cables, terminated T568A with unique labeling; warranty for parts and workmanship is for the duration of contract period; provide only pdf copies of the existing pathways and cable drops.
- 4) Pages 8 thru 9; General Requirements – minimum 3 years experience and 3 installation personnel (criminal history background check), installation/maintenance/services on all 5 islands; project manager to have bi-weekly meetings with OIC; no charge for quotations; rack and stack network equipment, deploy telephones, install patch cords, cable removal, install video surveillance equipment, and access control equipment; C-13 or C-15 contractor’s license is not required, however, it may be advantageous for your company during the RFP evaluation process.
- 5) Page 10; 3.2 Officer in Charge (OIC) of this contract is Richard Murakami.
- 6) Page 10; Term of Contract – tentative term of contract from approximately September 13, 2013 to June 30, 2014. Subject to the availability of funds, 5 twelve month extensions without rebidding.
- 7) Page 11; Tax Clearance – A valid Hawaii Compliance Express certificate received with the offer will remain valid for the contract award.
- 8) Page 11; Written Inquiries address to Jonathan Wong.
- 9) Page 12; Submission of Offers – 4 sealed copies (1 original plus 3 copies) submitted 1111 Alakea Street 6th floor, attention: Jonathan Wong.
- 10) Page 12; Offeror Qualification – experience, references; 3.7.3 Local Representative/Project Manager. Offeror shall have and identify a local representative/project manager (in Hawaii) in order to qualify for award. Local representative/project manager must have an office location in the state of Hawaii, from where he/she conducts his/her business during normal working hours and from where he/she will be accessible for requests or cabling problems. Local representative/project manager shall be able to meet with the Judiciary and be available, accountable, and be responsible for the installation and maintenance of the network cabling as

specified in this rfp for the duration of the contract period. Failure on the part of the Offeror to meet this requirement shall result in rejection of proposal.

- 11) Page 13; Method of Award. Award if any, will be made to the responsible Offeror whose proposal is determined to be the most advantageous to the Judiciary based on the evaluation criteria; 3.8.2 Hawaii Compliance Express. Prior to Award, the Contractor must be registered at the Hawaii Compliance Express (HCE). Please follow the instructions in this section.
- 12) Page 14; Contract Execution and Extension – Contract Execution, must be HCE compliant; Extension – If option to extend for an additional period is mutually agreed upon, the contractor shall be required to execute a supplement to the contract. Any contract extension must be executed by the Contractor no less than thirty (30) days prior to the scheduled date of termination, otherwise the requirement must be rebid. All contract extensions are subject to the availability of funds.
- 13) Page 15; Invoices & Payment – We have 8 fiscal offices which can issue purchase orders. Pay attention to purchase orders for the address to send your invoices. We have 30 days from receipt of the invoices in our fiscal office to pay your uncontested invoice.
- 14) Page 15; 3.15 Contract Staffing Requirements: Personnel whose names and resumes are submitted in the offer shall not be removed from this project without prior approval of the Judiciary. Substitute or additional personnel shall not be used for this project until a resume and security clearance form is received and approved by the OIC.
- 15) Page 16; 3.17 Liquidated Damages -\$100 for each and every calendar day the vendor delays in completing any item of the contract after the required date of said completion.
- 16) Page 17; Liability Insurance – The Contractor shall maintain in full force and effect during the life of this contract.
- 17) Pages 20 thru 21; 4.1 Evaluation Criteria (2nd paragraph should read) **Classifications A thru E will be assigned 100 points. Classification F will be assigned 200 points. Classification G will be assigned 300 points. Total number of points used to score this proposal: 1000 points. The seven (7) evaluation areas are:**
- 18) Pages 20 thru 21; Example how to calculate: Lowest grand total will be awarded 100 points. All other cost proposals will be awarded points as follows: points allocated to higher-priced proposals must be equal to the lowest proposal price multiplied by the maximum points available for price, divided by the higher proposal price.

For example: CLASSIFICATION A - 100 points maximum

3 bids received: Bidder 1) \$100 , Bidder 2) \$120, Bidder 3) \$130

Bidder 1 is the lowest grand total, therefore receives 100 points

Bidder 2 is calculated $\$100 \times 100 \text{ points} = 10,000$ divided by $\$120 = 83.33$ points

Bidder 3 is calculate $\$100 \times 100 \text{ points} = 10,000$ divided by $\$130 = 76.92$

- 19) Page 21; 4.8 CLASSIFICATION G: OFFEROR QUALIFICATIONS – 300 POINTS; Notice allocation of points. Experience 100, References 50, and Local Representative/Project Manager 150.
- 20) Pages 22 thru 43; Section Five – OFFER FORM; please fillout.
- 21) Page 44; Classification G – OFFEROR QUALIFICATIONS; Experience – 100 points, please provide your company background and each installation personnel resumes. References – 50 points, please provide two references. Local Representative/Project Manager – 150 points, please provide resume.
- 22) Page 45; A. Joint Contractors/Subcontractors, please input in the box below.
- 23) Page 45; B. References, please input in the box below.
- 24) Page 46; C. Name and Address of Local Representative/Project Manager , please fill in the box below.
- 25) Page 46 thru 47; D. Network Cabling and Service Installer Qualification/Security Clearance Form; for each contractor installer, subcontractor installer, and local representative/project manager, please fillout out the SECURITY CLEARANCE FORM, please attach addition sheets if necessary; **If you are the awarded contractor, please re-submit the SECURITY CLEARANCE FORMs and provide the confidential information requested for a criminal history background check.**
- 26) Reminders: Deadline for written questions to Jonathan Wong is August 21, 2013. Oahu GET is 4.712% and neighbor islands GET is 4.166%.
- 27) We have just gone over the highlights of the Solicitation Packet J14088. Please also download 4 additional attachments with this RFP: General Conditions; Procedural Requirements; Hawaii Compliance Express; Publication 1 Information on Hawaii State Taxes.
- 28) Verbal questions and answers.