

# INVITATION FOR BIDS

## No. J16303

**REQUIREMENTS and SPECIFICATIONS  
TO CONSTRUCT**

**KAUIKEAOULI HALE UPGRADES  
TO THE SECURITY CAMERA SYSTEM AND RELATED WORK**

**PROJECT IDENTIFIER: JUD 1516-01-DC01**

**TAX MAP KEY: 2-1-17:003**

**HONOLULU, OAHU, HAWAII**

**FOR THE JUDICIARY, STATE OF HAWAII**

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

TO CONSTRUCT

## **SECTION 00010 - TABLE OF CONTENTS**

### **DIVISION 0 - INTRODUCTORY, BIDDING AND CONTRACTING REQUIREMENTS**

Title Page	1
Table of Contents	1
Section 00110 Notice to Bidders	1 - 4
Section 00210 Instructions to Bidders	1 - 12
Section 00411 Solicitation, Offer and Contract Form	1 - 12
Section 00700 General Conditions	1 - 19
Section 00800 Special Conditions	1 - 4

### **DIVISION 1 - GENERAL REQUIREMENTS**

Section 01100 Project Requirements	1 - 8
Section 01270 Variable Quantities Unit Prices	1 - 2
Section 01330 Submittal Procedures	1 - 3

### **DIVISION 2 - SITE CONSTRUCTION**

### **DIVISION 3 - CONCRETE**

### **DIVISION 4 - MASONRY**

### **DIVISION 5 - METALS**

### **DIVISION 6 - WOOD AND PLASTICS**

### **DIVISION 7 - THERMAL AND MOISTURE PROTECTION**

### **DIVISION 8 - DOORS AND WINDOWS**

### **DIVISION 9 - FINISHES**

### **DIVISION 10 - SPECIALTIES**

### **DIVISION 11 - EQUIPMENT**

### **DIVISION 12 - FURNISHING**

### **DIVISION 13 - SPECIAL CONSTRUCTION**

### **DIVISION 14 - CONVEYING SYSTEMS**

### **DIVISION 15 - MECHANICAL**

### **DIVISION 16 – ELECTRICAL**

Section 16800 Sound and Video	1 - 8
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## NOTICE TO BIDDERS

This solicitation is provided to you for information purposes. Bidders wishing to receive notices of addenda for this specific solicitation must register by fax at (808) 538-5802 or email to [jonathan.h.wong@courts.hawaii.gov](mailto:jonathan.h.wong@courts.hawaii.gov).

**SEALED BIDS (Chapter 103D, HRS) For:**

**KAUIKEAOULI HALE UPGRADES  
TO THE SECURITY CAMERA SYSTEM AND RELATED WORK  
PROJECT IDENTIFIER: JUD 1516-01-DC01**

will be received at **The Judiciary, State of Hawaii, Financial Services Department, Kauikeaouli Hale, 1111 Alakea Street, Sixth Floor, Honolulu, Hawaii, 96813-2807**. The solicitation documents, including the Solicitation, Offer and Contract Forms, drawings and specifications may be obtained at the aforesaid place or in electronic format from our Judiciary web site at: <http://www.courts.state.hi.us> under "General Information" and "Business with the Judiciary".

**Submit the Competitive SOLICITATION, OFFER AND CONTRACT FORM up to  
2:00 PM, May 13, 2016.**

At that time, bids will be publicly opened. Bids received after the due time and date will not be considered.

The work generally consists of replacing analog cameras, housing and cables with digital video cameras, domes, video recorders, computers and storage. Video software and licenses will also be supplied. The security camera system must integrate with the Judiciary's current platform which is Network Harbor Lighthouse.

The estimated construction cost is between \$250,000 and \$500,000.

All interested parties are invited to attend a **MANDATORY** pre-bid meeting and Judiciary-conducted site visit. No other time for a site inspection will be scheduled or allowed.

The pre-bid meeting and the accompanying Judiciary-conducted site visit will be held at: Kauikeaouli Hale (District Court) 1111 Alakea Street, Honolulu, Hawaii 96813, Main Entrance security checkpoint, on **April 21, 2016 at 9:00 A.M.** The site visit will immediately follow the meeting. Each contractor shall limit the number of representatives to 3 individuals due to security considerations.

The following procedures shall apply:

1. Registration – Offerors wishing to attend the Pre-Bid meeting shall **register** with the Office of Project Management (CCAO) via e-Mail or facsimile **by April 18, 2016**. Facsimile (808)539-4402. E-Mail: [roland.g.lagareta@courts.hawaii.gov](mailto:roland.g.lagareta@courts.hawaii.gov)
2. Offerors shall provide the following information during registration:
  - Name of Company;
  - Full name or names of attendees;
3. Entrance to Facility – Attendees shall furnish current government issued identification with picture (e.g., driver's license, state ID, passport, etc.) and be appropriately attired.

**4. Questions arising from this visit or the solicitation documentation shall be submitted in writing no later than the close of business on April 29, 2016. Submit questions to:**

Dee Dee Letts,  
Office of Project Management, CCAO.  
777 Punchbowl Street  
Honolulu, Hawaii 96813  
(808)538-5991

Each Bidder shall bring a flashlight and small tools that may be required to inspect the premises. Knives and similar sharp tools will not be allowed. Bidders and interested parties are required to sign-in at the meeting to confirm attendance.

The estimated value of the public works contract is \$250,000 or more and the apprenticeship agreement preference pursuant to Hawaii Revised Statutes § 103-55.6 (ACT 17, SLH 2009) shall apply.

The Hawaii products preference pursuant to ACT 175, SLH 2009 may be applicable for items of this solicitation. Persons wishing to certify and qualify a product not currently listed as a Hawaii Product shall submit a Certification for Hawaii Product Preference (form SPO-38) to: Department of Accounting and General Services, Public Works Division, 1151 Punchbowl Street, Room 426, Honolulu, Hawaii, Attn: Jolie Yee. The product shall meet the specifications of this project. The submittal must be received by DAGS by 4:30 p.m. on April 1, 2016. View the current Hawaii Products List on the State Procurement Office (SPO) website at <http://hawaii.gov/spo>, click on 'For Vendors'; and select 'Hawaii Product Preferences'.

For each product, one form shall be completed and submitted (i.e. 3 products should have 3 separate forms completed). The form is available on the SPO webpage at <http://hawaii.gov/spo> under the 'Forms' menu; click on 'SPO-038' to view and complete form SPO-38 online.

Late submittals for this solicitation will not be reviewed by this agency.

**Campaign Contributions by State and County Contractors Prohibited.**

If awarded a contract in response to this solicitation, Offeror agrees to comply with HRS section 11-355, which states that campaign contributions are prohibited from a State and County government contractor during the term of the contract if the contractor is paid with funds appropriated by the legislative body between the execution of the contract through the completion of the contract.

To be eligible to submit a Bid, the Bidder must possess a valid State of Hawai'i Contractor's license classification C-15.

Refer to the GENERAL NOTICE, published with the project specifications for additional information.

**/s/ Dean H. Seki**  
FINANCIAL SERVICES DIRECTOR  
The Judiciary - State of Hawai'i

SPO & JUD WEBSITES: APRIL 11, 2016

## **GENERAL NOTICE**

### **TAX CLEARANCE AND HAWAII BUSINESS CERTIFICATES**

Refer to Instructions to Bidders for information regarding tax clearance and business certificates.

### **REQUIREMENT FOR CONTRACTORS LICENSING CLASSIFICATIONS**

Refer to Notice to Bidders for contractor licensing requirements.

### **OTHER INFORMATION**

Bid results and the Contract Award notice will be posted at  
[http://www.courts.state.hi.us/fiscal/awards/IFB%20Awards/FY2016\\_IFB\\_Awards.html](http://www.courts.state.hi.us/fiscal/awards/IFB%20Awards/FY2016_IFB_Awards.html).

Refer to GENERAL CONDITIONS article 2.1.1.4 for instructions to complete SPO Form 21.

Refer to Instructions to Bidders for other conditions and requirements to award a contract.

Any protest shall be submitted to the Administrator. Bidders shall comply with the GENERAL CONDITIONS Article 2.13 Protests.

End of Section

## SECTION 00210 - INSTRUCTIONS TO BIDDERS

### PART 1 - GENERAL

#### 1.01 GENERAL

- A. Only bidders with the required Contractor's license(s) are eligible to submit a Bid.
  
- B. Bidders (Contractors) shall be incorporated or organized under the laws of the State or be registered to do business in the State as a separate branch or division that is capable of fully performing under the contract. The following definitions are used in the solicitation documents.
  1. Hawaii Business §3-122-112 HAR: A bidder who is registered and incorporated or organized under the laws of the State is a "Hawaii Business" and eligible for an award.
  
  2. Compliant non-Hawaii Business §3-122-112 HAR: A bidder not incorporated or organized under the laws of the State, but is registered to do business in the State and complies with or is exempt from the requirements of §3-122-112 HAR, is a "Compliant Non-Hawaii Business" and eligible for an award.
  
  3. Non-compliant Bidder: If a bidder is a non-Hawaii business and is not registered with the DCCA Business Registration Division (BREG) or cannot comply with §3-122-112 HAR, then the bidder is non-compliant and is ineligible for an award.
  
- C. When announced by the NOTICE TO BIDDERS, all bidders who intend to submit a bid are invited to attend an initial pre-bid meeting and the accompanying site visit(s). Other interested parties may attend the initial pre-bid meeting and the accompanying site visit(s). For other site visits not conducted by the Department, bidders shall contact and make arrangements with the Project Contact Person listed in SECTION 00800 - SPECIAL CONDITIONS of these specifications.
  
- D. Bidders shall submit the "Solicitation, Offer and Contract Form", bid bond (if required), and any other documents required by these solicitation documents.
  
- E. The *GENERAL CONDITIONS* set forth additional terms and conditions for the bid and award process. The *GENERAL CONDITIONS* will be part of the contract documents by which the State and the bidder (prospective Contractor) will be bound. Bidders are directed to the *GENERAL CONDITIONS*, for contract and statutory requirements and for Bidding and Execution of Contract Requirements. Bidders are also directed to SECTION 00700 - GENERAL CONDITIONS and SECTION 00800 - SPECIAL CONDITIONS of these specifications for definitions and modifications to the *GENERAL CONDITIONS*.

## **1.02 OFFEROR(S) or BIDDER(S)**

- A. The terms "Offeror" and "Bidder" are synonymous when used in this Section 00210 and other solicitation documents.

## **1.03 PRE-BID MEETING AND SITE VISIT(S)**

### **A. General**

1. The attendance of pre-bid meetings and site visits is strongly encouraged.
2. Failure to attend the pre-bid meeting(s) and site visit(s) for a project DOES NOT absolve the bidder from its responsibilities under section 2.4.1 of the Interim General Conditions.
3. Verbal responses and discussions may occur during the course of the pre-bid meeting or site visit and shall not be considered to alter any information in the solicitation documents (see Section 2.5.1 of the Interim General Conditions).

### **B. Mandatory Pre-bid Meetings and Site Visits**

1. The Project Coordinator may require all prospective bidder/offerors to attend a **mandatory** Pre-bid Meeting(s) and Site Visit(s).
2. All bidders/offerors will be required to sign the attendance sheet.
3. Failure to attend **mandatory** pre-bid meetings and site visits, if required, will automatically be cause for rejection of the bid.

## **1.04 ADDENDA, CLARIFICATIONS**

- A. The Department may periodically issue addenda and bid clarifications which may provide additional information or alter the plans and specifications.
- B. The Department will make addenda and bid clarifications available to Bidders via the Department's website and at the physical locations indicated in the Notice to Bidders for pickup of the solicitation documents. Bidders are responsible for the information contained in the addenda and bid clarifications whether or not the bidder receives the addenda or clarifications.
- C. Bidders discovering an ambiguity, inconsistency, or error when examining the bid documents or the site and bidders with questions or clarification requests shall transmit said discoveries, questions, and/or requests to the Department's Contracts Engineer in writing. Bidders may use the form entitled 'Questions and Clarifications' at the end of Section 00800 - SPECIAL CONDITIONS which contains options for physical delivery and transmittal by fax. Bidders choosing not to use the form provided shall bear the responsibility for clearly labeling their submittal to allow its proper identification and routing and for following the instructions cited above for physical delivery or fax transmittal.
- D. All written transmittals shall be brief, concise, but complete enough to properly evaluate and determine the merits of the question or request. Include references to appropriate section numbers, paragraphs, drawings, details, schedule numbers, and provide other information as appropriate.

- E. Requests transmitted or otherwise communicated directly to the Consultant will not be considered to be transmitted to the Department and will not be addressed.
- F. Bidders shall submit all discoveries, questions, and/or requests no later than 14 calendar days prior to the submission date for sealed bids.
- G. Requests for Substitution will only be entertained prior to bid opening if Section 00800 - SPECIAL CONDITIONS indicates that substitutions before award are allowed for this project. If allowed, requests of this nature must be submitted before the deadline specified for this purpose in the Notice to Bidders.

**1.05 SOLICITATION, OFFER AND CONTRACT FORM (BID FORM)**

- A. Bidder shall fill out the "Solicitation, Offer and Contract Form" completely. This includes the "Offer" portion of the form and all remaining fill-ins. Write in ink or type. Bidders must also comply with the supplemental instructions contained within the "Solicitation, Offer and Contract Form." Do not alter the "Solicitation, Offer and Contract Form", and maintain the form intact. When the State makes changes to the "Solicitation, Offer and Contract Form", a completely new bid form with appropriate addendum notation will be issued. Bidders shall use the most current version. Bidders shall use their exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable; and to indicate exact legal name in the appropriate space on the Solicitation, Offer and Contract Form.
- B. Schedule for Work: Note the provisions of this article, the referenced COST, TIME AND SCHEDULE article, and specification SECTION 01100 - PROJECT REQUIREMENTS for the construction dates including: project schedule, project start date, jobsite start date, jobsite completion date, contract completion date and contract duration, if provided.
- C. Allowances: If applicable to this project, bidder shall include in its total lump sum (base) bid price all cash allowances that are itemized in the COST, TIME AND SCHEDULE article on the "Solicitation, Offer and Contract Bid Form" and described in SECTION 01210 - ALLOWANCES of these specifications. Unless otherwise provided in the contract documents, the bidder shall include costs for unloading and handling materials and equipment at the site, labor, installation costs, overhead, profit, coordination, insurance and other incidental expenses in the lump sum bid price and not in the allowance.
  - 1. For testing and inspection allowances, the allowance costs shall include the cost of engaging testing agencies, actual tests and inspections and reporting results. Allowance does not include incidental labor required to assist the testing agency or costs for retesting if previous tests and inspection result in failure.

- D. Variable Quantities Unit Prices: If applicable to this project, bidder shall include in its total lump sum (base) bid price a total cost for Variable Quantities Unit Prices (VQUP) that are described in SECTION 01270 - VARIABLE QUANTITIES UNIT PRICES. Bidder shall complete the VQUP schedule by extending costs for unit prices, subtotals and totals. The unit costs provided shall include all materials, labor, tools and equipment required to install the work complete, in addition to all charges for overhead, coordination, profit, insurance, and other incidental expenses. Bidder shall make sure to enter the variable quantities unit prices total amount in the bid form, COST, TIME AND SCHEDULE article.
- E. Alternates: If applicable to this project, bidder shall include its total cost(s) in the COST, TIME AND SCHEDULE article for the alternates that are described on the drawings or in SECTION 01230 - ALTERNATES. Bidder must completely fill in the cost for each listed alternate. Where the respective alternate's work will be performed at no cost to the State, bidder shall fill in '\$0.00' as the cost. **If the cost for any alternate is left blank, the "Solicitation, Offer and Contract Form" will be rejected as an irregular bid.**
1. For the purposes of evaluating the bid, the alternates are listed in the COST, TIME AND SCHEDULE article and in specification SECTION 01230 - ALTERNATES in the order of precedence from highest (listed first) to lowest for additive alternates and from lowest (listed first) to highest for deductive alternates.
  2. Bidders are directed to the COST, TIME AND SCHEDULE article that lists additional or deductive consecutive calendar days that will be allowed for each accepted alternate.
- F. Preference: If applicable to this project, preferences are considered when evaluating bids to determine the ranking of the respective bidders. The award of the contract will be in the amount of the bid exclusive of any preference adjustments.
- G. Hawaii Product Preference:
1. In accordance with ACT 175, SLH 2009, the Hawaii products preference is applicable to this solicitation. Hawaii Products may be available for those items noted on the offer form.
  2. The Hawaii products list is available on the SPO webpage at <http://spo.hawaii.gov>, click on 'Procurement of Goods, Services, and Construction-Chapter 103D, HRS'; under 'Procurement' click on 'Preferences', 'Hawaii Products' and select 'Hawaii Products List' to view.

3. Offeror offering a Hawaii Product (HP) shall identify the HP on the solicitation offer page(s). Any person desiring a Hawaii product preference shall have the product(s) certified and qualified if not currently on the Hawaii products list, prior to the deadline for receipt of offer(s) specified in the procurement notice and solicitation. The responsibility for certification and qualification shall rest upon the person requesting the preference.
  4. Persons desiring to qualify their product(s) not currently on the Hawaii product list shall complete form SPO-38, *Certification for Hawaii Product Preference* and submit to the Procurement Officer, and provide all additional information required by the Procurement Officer. For each product, one form shall be completed and submitted (i.e. 3 products should have 3 separate forms completed). Form SPO-38 is available on the SPO webpage at <http://spo.hawaii.gov> under the 'Quicklinks' menu; click on 'Forms for Vendors, Contractors, and Service Providers'.
  5. When a solicitation contains both HP and non-HP, then for the purpose of selecting the lowest bid or purchase price only, the price offered for a HP item shall be decreased by subtracting 10% for the class I or 15% for the class II HP items offered, respectively. The lowest total offer, taking the preference into consideration, shall be awarded the contract unless the offer provides for additional award criteria. The contract amount of any contract awarded, however, shall be the amount of the price offered, exclusive of the preferences.
  6. Change in availability of Hawaii product. In the event of any change that materially alters the offeror's ability to supply Hawaii products, the offeror shall immediately notify the procurement officer in writing and the parties shall enter into discussions for the purposes of revising the contract or terminating the contract for convenience.
- H. Recycled Product Preference: If applicable to this project, a recycled product preference of at least 5 percent of the price of the item is available. All bidders, either proposing or not proposing to use the recycled product preference shall complete the "Recycled Product Schedule". If choosing to use a recycled product, enter the respective costs for the recycled product; otherwise, enter the cost for the non-recycled product. Make sure a cost is entered for each listed product. Each product cost shall be complete, including jobsite delivery and applicable taxes.
1. For each recycled product the bidder chooses to use, the bidder shall include in its bid package the complete "Certification of Recycled Content Form" (SPO-Form 8) along with all supporting information. A sample of the certification form is in the GENERAL CONDITIONS.
  2. The "Recycled Product Schedule" shows the percent preference used for each listed recycled product.

- I. Apprenticeship Agreement Preference:
  1. If applicable to this project, any bidder seeking the preference must be a party to an apprenticeship agreement registered with the State Department of Labor and Industrial Relations (DLIR) at the time the bid is submitted for each apprenticeable trade the bidder will employ to construct the project. "Employ" means the employment of a person in an employer-employee relationship.
    - a. The apprenticeship agreement shall be registered with the DLIR and conform to the requirements of Hawaii Revised Statutes Chapter 372.
    - b. Subcontractors do not have to be a party to an apprenticeship agreement for the bidder to obtain the preference.
    - c. The bidder is not required to have apprentices in its employ at the time the bid is submitted to qualify for the preference.
  2. Self Certification. A bidder seeking the preference must identify each apprenticeable trade the bidder will employ to perform the work by completing the self-certification in the solicitation, offer and contract form. "Apprenticeable trade" shall have the same meaning as "apprenticeable occupation" pursuant to Hawaii Administrative Rules (HAR) §12-30-5.
  3. The certification of bidder's participation (Form 1)
    - a. The *Certification of Bidder's Participation - Form 1* shall be authorized by an apprenticeship sponsor listed on the DLIR list of registered apprenticeship programs. "Sponsor" means an operator of an apprenticeship program and in whose name the program is approved and registered with the DLIR pursuant to HAR §12-30-1.
    - b. The authorization shall be an original signature by an authorized official of the apprenticeship sponsor.
    - c. The completed *Certification of Bidder's Participation - Form 1* for each trade must be submitted with the bid. A facsimile or copy is acceptable to be submitted with the bid, however the signed original must be submitted within five (5) working days of the bid open date. If the signed original is not received within this timeframe, the preference may be denied. Previous certifications shall not apply.
    - d. When filling out the *Certification of Bidder's Participation - Form 1*, the name of Apprenticeable Trade and Apprenticeship Sponsor must be the same as recorded in the List of Construction Trades in Registered Apprenticeship Programs that is posted on the State Department of Labor and Industrial Relations website. "Registered apprenticeship program" means a construction trade program approved by and registered with the DLIR pursuant to HAR §12-30-1 and §12-30-4.

- e. The *Certification of Bidder's Participation - Form 1* and the List of Construction Trades in Registered Apprenticeship Programs is available on the DLIR website at: <http://labor.hawaii.gov/wdd/files/2012/12/Form-1-Certification-of-Bidders-Participation.pdf>
- 4. Upon receiving the Self Certification and *Certification of Bidder's Participation - Form 1*, the Procurement Officer will verify that the apprenticeship program is on the List of Construction Trades in Registered Apprenticeship Programs and that the form is signed by an authorized official of the Apprenticeship Program Sponsor. If the programs and signature are not confirmed by the DLIR, the bidder will not qualify for the preference.
- 5. If the bidder is certified to participate in an apprenticeship program for each trade which will be employed by the bidder for the project, a preference will be applied to decrease the bidder's bid amount by five (5) percent for evaluation purposes.
- 6. Should the bidder qualify for other preferences (for example, Hawaii Products), all applicable preferences shall be applied to the bid price.
- J. Other Conditions: Bidder acknowledges and agrees to the provisions and certifications stated in this article.
- K. Receipt of Addenda: Bidder shall fill in the appropriate dates any addenda were received.
- L. Listing Joint Contractors or Subcontractors:
  - 1. Bidder shall complete the "Joint Contractors or Subcontractors List". It is the sole responsibility of the bidder to review the requirements of this project and determine the appropriate specialty Contractor's licenses that are required to complete the project. Failure of the bidder to provide the correct names and specialty Contractor's nature of work to be performed, may cause the bid to be rejected.
  - 2. Bidder agrees the completed listing of joint Contractors or Subcontractors is required for the project and that the bidder, together with the listed joint Contractors and Subcontractors, have all the specialty Contractor's licenses to complete the work.
  - 3. Based on the Hawaii Supreme Court's January 28, 2002 decision in Okada Trucking Co., Ltd. v. Board of Water Supply, et al., 97 Hawaii 450 (2002), the bidder as a general Contractor ('A' or 'B' license) is prohibited from undertaking any work solely or as part of a larger project, which would require the bidder ('A' or 'B' general Contractor) to act as a specialty ('C' license) Contractor in any area in which the bidder ('A' or 'B' general Contractor) has no specialty Contractor's license. Although the 'A' and 'B'

Contractor may still bid on and act as the “Prime Contractor” on an ‘A’ or ‘B’ project (*See, HRS §444-7 for the definitions of an “A” and “B” project*), respectively, the ‘A’ and ‘B’ Contractor may only perform work in the areas in which they have the appropriate Contractor's license. The bidder (‘A’ or ‘B’ general Contractor) must have the appropriate ‘C’ specialty Contractor's licenses either obtained on its own, or obtained automatically under HAR §16-77-32.

4. General Engineering ‘A’ Contractors automatically have these ‘C’ specialty Contractor's licenses: C-3, C-9, C-10, C-17, C-24, C-31a, C-32, C-35, C-37a, C-37b, C-38, C-43, C-49, C-56, C-57a, C-57b, and C-61.
  5. General Building ‘B’ Contractors automatically have these ‘C’ specialty Contractor's licenses: C-5, C-6, C-10, C-12, C-24, C-25, C-31a, C-32a, C-42a, and C-42b.
  6. Instructions to complete the Joint Contractors or Subcontractors List:
    - a. Describe the specialty Contractor's nature of work to be performed for this project and provide the complete firm name of the joint Contractor or Subcontractor in the respective columns.
    - b. List only one joint Contractor or Subcontractor per required specialty Contractor's classification, unless the nature of work to be performed by each such joint contractor is both distinct and separate. (i.e. two C-13 contractors are listed but one has the responsibility for AC control and the other for AC power.
    - c. For projects with alternate(s), fill out the respective “Joint Contractors or Subcontractors List for the Alternate(s)”. Bidder shall describe the specialty Contractor's nature of work to be performed on this project for the respective alternate. Bidders shall fill in the complete firm name and nature of work to be performed by the respective joint Contractor or Subcontractor. If the joint Contractor or Subcontractor was previously listed under base bid, listing under Alternate(s) is not required.
- M. Cost, Time and Schedule: Bidder shall completely fill out the article and enter the cost for the Project Bid Price, Variable Quantities Unit Prices and Alternates when provided. Bidder shall tabulate the Project Bid Price, Variable Quantities Unit Prices and Allowances when provided, and the Bidders shall then enter the Total Lump Sum Bid Price. **BE SURE TO ENTER THE TOTAL LUMP SUM BID PRICE IN WORDS AND NUMERALS.** Refer to Bidder's Instructions located within the article.
1. If provided, bidder shall fill in total costs for each alternate.
  2. The bidder is directed to the construction time information Article entitled “TIME” for the contract duration and construction time for alternates. Bidder shall refer to SECTION 01100 - PROJECT REQUIREMENTS of these specifications for additional construction time information, as applicable.

- N. Offer Page: Bidder shall completely fill out Blocks 11 through 22C. Bidder shall indicate if it is a "Hawaii Business" or a "Compliant Non-Hawaii Business" in Block 21. Also, bidder shall refer to Bidder's Instructions located near end of section.

#### **1.06 EVALUATION CRITERIA**

- A. Evaluating Bids: The lowest responsive, responsible bid is determined by the following procedures:
1. Chapter 103D, HRS, which provides for the preferences, shall apply.
  2. The total lump sum bid price is adjusted to reflect the applicable preferences.
    - a. For projects with alternates, the total lump sum base bid price and alternates will be adjusted to reflect the applicable preferences.
  3. Project control budget is established prior to the submission of bids.
  4. If there is more than one alternate for a project, the State will determine the precedence of the alternates for each project prior to the submission of bids.
  5. The project will be evaluated based on the adjusted bid price.
- B. Evaluating Bids with Additive Alternates:
1. Prior to opening bids, the State will announce the project control budget. All bids will be evaluated on the basis of the same alternate item.
  2. After adjusting for applicable preferences, the alternates, in their precedence order, are added to the total lump sum base bid price. This (these) sum(s) are compared to the project control budget, and must be within the project control budget.
  3. If adding another alternate would make the aggregate amount exceed the project control budget for all bidders, that alternate will be skipped and the next alternate will be added, provided an award might be made within the project control budget. This procedure will continue, until adding any remaining alternates will result in the aggregate total amount for all the bidders to exceed the project control budget, or until no additional alternates remain.
  4. The bidder with the lowest aggregate amount, within the project control budget (after application of the various preferences), for the total lump sum base bid plus the alternates in their precedence order, is the "Low Bidder" for that project and is designated for award.
  5. Additive Alternate Example: The project control budget available is \$100,000. In the order of precedence, alternates A-1, A-2 and A-3 are additive alternates. After applying the preferences, the bids are ranked lowest price to highest price and are "Bid A", "Bid B" and "Bid C". Bid A's total lump sum base bid price and three additive alternates (in the precedence order) are \$80,000, \$16,000, \$10,000 and \$5,000 respectively. Bid B's total lump sum base bid price and three additive alternates (in the

precedence order) are \$82,000, \$10,000, \$9,000 and \$3,000 respectively. Bid C's total lump sum base bid price and three additive alternates (in the precedence order) are \$85,000, \$10,000, \$8,000 and \$4,000 respectively.

- a. In adding the alternates to the bids, alternate A-1 is under the project control budget for all bids. The second alternate A-2 is initially skipped since it would cause the aggregate amount of all bids to exceed \$100,000. The third alternate A-3 is added and the aggregate amounts, including base bid price plus alternates A-1 and A-3, of both Bid B and Bid C, are under the project control budget.
  - b. Bid A's aggregate total is \$101,000. Bid B's aggregate total is \$95,000. Bid C's aggregate total is \$99,000.
  - c. Bid B's price including alternates A-1 and A-3 is the lowest bid price (over Bid C) and has an aggregate amount within the adjusted project control budget, and therefore is designated the "Low Bidder" for the project.
6. Should the Lump Sum Base Bid of all bidders exceed the project control budget, the bidder with the lowest total lump sum base bid after application of the preferences is designated the low bidder for the project.

#### **1.07 METHOD OF AWARD**

- A. The contract will be awarded to the lowest responsive and responsible Bidder whose bid (including any alternates which may be selected) meets the requirements and criteria set forth in the solicitation documents and as determined by the Comptroller.
- B. In the event the total lump sum bid for bids without alternates or with additive alternates of all bidders exceeds the project control budget, the Department reserves the right to make an award to the apparent Low Bidder if additional funds are available or by reducing the scope of work through negotiation.
- C. Not used.
- D. Additional Requirements for Bids with Alternates: After determining the designated Low Bidder for the project, an award may be made on the amount of the Low Bidder's total lump sum base bid alone or on any combination of alternates exclusive of any preferences. The combination of alternates may include substituting any of the alternates that were included in the designated Low Bidder's aggregate price with an alternate that was not included, provided:
  1. It is in the best interest of the State,
  2. Funds are available at the time of award, and;
  3. The combination of the total lump sum base bid plus alternate(s) does not change the established Low Bidder for the project.

## **1.08 OTHER CONDITIONS FOR AWARD**

- A. The Comptroller may reject any or all bids and waive any defects if the Comptroller believes the rejection or waiver is in the best interest of the State.
- B. The Comptroller may hold all bids up to 60 calendar days from the date bids were opened. Unless otherwise required by law, bids may not be withdrawn without penalty.
- C. The award of the contract is conditioned upon funds made available for the project (or projects if applicable).
- D. Any agreement or contract is subject to approval by the Department of the Attorney General, and the approval of the Governor, as required by statute, regulation, rule, order, or other directive.

## **1.09 RESPONSIBILITY OF AWARDED BIDDER**

- A. Pursuant to Section 103D-310(c), HRS, the responsive bidder recommended for contract award, if any, shall be compliant with all laws governing entities doing business in the State including the following chapters:
  - 1. Chapter 237, tax clearance;
  - 2. Chapter 383, unemployment insurance;
  - 3. Chapter 386, workers' compensation;
  - 4. Chapter 392, temporary disability insurance;
  - 5. Chapter 393, prepaid health care; and;
  - 6. Chapter 103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State.
- B. The State will verify compliance on Hawaii Compliance Express (HCE). The HCE is an electronic system that allows vendors/contractors/service providers doing business with the State to quickly and easily obtain proof that they are compliant with applicable laws. The HCE certificate, 'Certificate of Vendor Compliance', allows this single printable electronic certificate to be substituted for the tax clearance, labor certificate, and a Certificate of Good Standing required in Hawaii Revised Statutes (HRS), Section 103D-310(c), and Hawaii Administrative Rules (HAR), Section 3-122-112. The HCE provides compliance status in real time.
- C. Bidders are advised to register with Hawaii Compliance Express at <https://vendors.ehawaii.gov> before submitting an offer. Bidders are strongly encouraged to submit a 'Certificate of Vendor Compliance' with their bid package to ensure the State's ability to quickly verify compliance at the time of award. If an offeror is not compliant at the time of award, an otherwise responsive and responsible offeror may not receive the award.

**PART 2 – PRODUCTS (Not Used)**

**PART 3 – EXECUTION (Not Used)**

END OF SECTION

## SOLICITATION, OFFER AND CONTRACT FORM

1. JUD Project Identifier:  <p style="text-align: center;"><b>JUD 1516-01-DC01</b></p>	2. TYPE OF SOLICITATION Sealed Bid (IFB)  <p style="text-align: center;"><b>JUD IFB NO. J16303</b></p>	3. PAGE OF PAGES 1 of 12
<b>IMPORTANT - The "offer" section must be fully completed by offeror.</b>		
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder."		
4. ISSUED BY:  THE JUDICIARY – STATE OF HAWAII DISTRICT COURT, 9 <sup>TH</sup> FLOOR FISCAL OFFICE 1111 ALAKEA STREET HONOLULU, HAWAII 96813	5. ADDRESS OFFER TO:  JONATHAN H. WONG THE JUDICIARY – STATE OF HAWAII Judiciary Contracts & Purchasing Office 1111 Alakea Street, 6 <sup>th</sup> Floor Honolulu, Hawaii 96813 jonathan.h.wong@courts.hawaii.gov	
6. FOR INFORMATION Call: (808) 538-5991 Or Visit:	A. NAME Office of Project Management deedee.d.letts@courts.hawaii.gov roland.g.lagareta@courts.hawaii.gov	B. TELEPHONE NO. (NO COLLECT CALLS) (808) 538-5991
<b>SOLICITATION</b>		
7. THE STATE OF HAWAII REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS TO CONSTRUCT:  <p style="margin-left: 20px;"> <b>KAUIKEAOULI HALE, UPGRADES TO THE SECURITY CAMERA SYSTEM AND RELATED WORK FOR THE JUDICIARY, STATE OF HAWAII</b>  <b>PROJECT IDENTIFIER: JUD 1516-01-DC01</b>  <b>DISTRICT COURT, 1111 ALAKEA STREET, HONOLUU, HAWAII 96813</b>  <b>TAX MAP KEY: 2-1-17:003</b> </p> <p style="margin-left: 20px;">                     After carefully examining the bid documents including the specifications, drawings, addenda, and other proposed contract documents, the bidder shall furnish all labor, materials, machinery, tools, superintendence, transportation, and other construction accessories, services, and facilities necessary to construct and complete, at its own risk and expense, the work and requirements of the Project for the cost and time stipulated in the COST, TIME AND SCHEDULE article of Attachment A of the Form. The bidder agrees to the conditions and requirements stipulated in this SOLICITATION, OFFER AND CONTRACT FORM and any attachments thereto.                 </p>		
8. The Contractor shall complete the work as stipulated in the COST, TIME AND SCHEDULE article of Attachment A. This performance period is mandatory.		
9. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDS WITHIN 10 CONSECUTIVE CALENDAR DAYS AFTER DATE OF THE LETTER OF AWARD. IF ALTERNATE FORMS OF SECURITY WILL BE SUBMITTED, REFER TO STATE OF HAWAII, GENERAL CONDITIONS 3.7.1.3. INCORPORATED HEREIN BY REFERENCE.		

10. ADDITIONAL SOLICITATION REQUIREMENTS:

- A. Sealed bids/offers to perform the work required are due at the place specified in Block 5, by the date and time specified in the Notice to Bidders. If this is a sealed bid solicitation, offers will be publicly opened at that time. Offers must be submitted in sealed envelopes that shall be marked to show the offeror's name and address, the Judiciary Project Identifier, and the date and time offers are due.
- B. Bid Security is required and must be submitted with the offer if the offer amount is \$25,000 or more.
- C. Hawaii Product Preference – Any offeror proposing to use the Hawaii product preference must complete the Hawaii product preference schedule form in the solicitation and submit it with the offer.
- D. Apprenticeship Agreement Preference – Any offeror seeking the apprenticeship agreement preference must complete the self-certification form and the DLIR Certification of Bidder's Participation - Form 1.
- E. Listing of Joint Contractors and Subcontractors – Any offeror must submit with its offer, the name of each person or firm to be engaged by the offeror as a joint contractor or subcontractor in the performance of the contract and the nature and scope of the work to be performed by each. The offeror is directed to complete the joint contractors and subcontractors list form included in the solicitation and submit it with the offer.
- F. The Offeror be registered and compliant with Hawaii Compliance Express, link found at <http://vendors.ehawaii.gov/hce/splash/welcome.html>.
- G. All offers are subject to the requirements of the solicitation, including the Specifications, Notice to Bidders, Instruction to Bidders, General Conditions, and Drawings, any Special Conditions, Addenda, Bid Clarifications, and any other provision whether incorporated in full text or by reference in, or attached to, the solicitation.
- H. Contractors are hereby notified of the applicability of Section 11-355 HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body.
- I. Recycled Product Preference – Certain recycled products are not acceptable for use in this project. Any offeror proposing to use the recycled product preference must complete the recycled product preference schedule form in the solicitation and submit it with the offer.

<b>OFFER (Must be fully completed by offeror)</b>	
11. NAME AND ADDRESS OF OFFEROR (Include Zip Code) (*1)	12. REMITTANCE ADDRESS (Include only if different than item 11)
13. TELEPHONE NO. (Include area code ) FAX NO.	14. EMAIL ADDRESS
15. FEDERAL EMPLOYER ID # (FEIN)	16. HAWAII GENERAL EXCISE ID #
17. BUSINESS ORGANIZATION (*2)	18. CONTRACTOR'S LICENSE NO.
19. The offeror agrees to perform the work required at the price(s) specified in the COST, TIME AND SCHEDULE article of Attachment A in strict accordance with the terms of this solicitation, including any attachments thereto, if this offer is accepted by The Judiciary within 60 calendar days after the date offers are due.	
20. The offeror has completed Attachment A.	
21. COMPLIANCE WITH §3-122-112 (HAR) {BIDDER'S INSTRUCTIONS: Mark one box only. If a Non-Hawaii Business, write your State's name where incorporated.}	
<p>The undersigned represents:</p> <p><input type="checkbox"/> A Hawaii Business incorporated or organized under the laws of the State of Hawaii.</p> <p>Or</p> <p><input type="checkbox"/> A Compliant Non-Hawaii Business not incorporated or organized under the laws of the State of Hawaii, but registered at the State of Hawaii, Department of Commerce and Consumer Affairs, Business Registration Division to do business in the State of Hawaii. State of incorporation: _____</p>	
22A. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
22B. SIGNATURE: I declare under penalty of law that the foregoing is true and correct to the best of my knowledge. (*3)	22C. DATE:

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**BIDDERS INSTRUCTIONS AND SOLICITATION, OFFER AND CONTRACT FORM FOOTNOTES (footnotes relate to boxes 11, 17 & 22B)**

(\*1) If the Offeror is a "dba" of a sole proprietor, furnish the exact legal name as registered with the Department of Commerce and Consumer Affairs.

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

(\*2) For Business Organization, enter one of the following: Sole Proprietor, Partnership, Corporation, Joint Venture, or Other.

(\*3) MANUAL SIGNATURE REQUIRED: attach to this page evidence of the authority of this signatory to submit bids on behalf of the Offer, and also the names and residence addresses of all officers of the company.

Fill in information in all blank spaces or the bid may be invalidated. SOLICITATION, OFFER AND CONTRACT FORM MUST BE INTACT; MISSING PAGES OR ANY ALTERATIONS MAY INVALIDATE THE BID. TYPE OR WRITE ALL INFORMATION IN INK. USE INK FOR MANUAL SIGNATURE.

---

**CONTRACT (To be completed by The Judiciary)**

23. CONTRACT NO.	23A. CONTRACT DATE:
24. ITEMS ACCEPTED:	
25. AMOUNT:	27. PAYMENT WILL BE MADE BY: The Judiciary – State of Hawaii  By _____ Signature  _____ Print Name  _____ Title
26. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 4 UNLESS DIFFERENT ADDRESS STIPULATED HERE <i>(7 copies unless otherwise specified)</i>	
<b>THE JUDICIARY WILL COMPLETE ITEM 28 OR 29 AS APPLICABLE</b>	
28. NEGOTIATED AGREEMENT <i>(Contractor is required to sign this document and return _____ copies to issuing office.)</i> Contractor agrees to furnish and deliver all items or perform all work for the consideration slated in this contract. The rights and obligations of the parties to this contract shall be governed by (a) this contract award, (b) the solicitation, and (c) any document incorporated by reference in or attached to this contract.	29. AWARD <i>(Contractor is not required to sign this document.)</i> Your offer on this solicitation is hereby accepted as to the items listed in Block 24. This award consummates the contract, which consists of (a) the State of Hawaii solicitation and your offer, and (b) this contract award. No further contractual document is necessary.
28A. NAME AND TITLE OF CONTRACTOR OR PERSON AUTHORIZED TO SIGN <i>(Type or print)</i>	29A. NAME OF CONTRACTING OFFICER <i>(Type or print)</i>
28B. SIGNATURE: I declare under penalty of law that the foregoing is true and correct to the best of my knowledge.	29B. THE JUDICIARY – STATE OF HAWAII By:
28C. DATE	

**ATTACHMENT A**

**A. COST, TIME AND SCHEDULE**

**THE JUDICIARY, STATE OF HAWAII  
KAUIKEAOULI HALE, 1111 ALAKEA STREET,  
HONOLULU, HAWAII 96813  
TAX MAP KEY: 2-1-17:003**

**UPGRADE THE SECURITY CAMERA SYSTEM AND RELATED WORK**

**PROJECT IDENTIFIER: JUD-1516-01-DC01**

**1. COST:**

Project Bid Price \$ \_\_\_\_\_

**Variable Quantities Unit Prices total amount** (See SECTION 01270 - VARIABLE QUANTITIES UNIT PRICES for description) (\*A) \$ \_\_\_\_\_

**TOTAL LUMP SUM BASE BID PRICE** \$ \_\_\_\_\_

DOLLARS

*{BIDDER'S INSTRUCTIONS: Fill in the total lump sum base bid price in numbers and write out the total lump sum base bid price in words.}*

**2. TIME:**

**Contract Duration** \_\_\_\_\_ 180 Calendar Days

**3. SCHEDULE FOR WORK**

Contractor shall commence and complete all work within the contract duration stipulated and as follows:

- a. After the project is awarded, the contractor shall begin preparatory work, obtain approvals, permits, process submittals or conduct other work as directed. The contractor shall not start any work at the jobsite or order any materials, unless the Contracting Officer specifically issues a written authorization to proceed with designated work.
- b. Upon receipt of the executed contract and a written authorization from the Contracting Officer, the contractor may proceed with ordering materials, doing offsite fabrication and similar work, approved by Contracting Officer, prior to issuance of the formal Notice to Proceed. The Contractor shall not start any work at the jobsite before the formal Notice to Proceed is issued, unless the Contracting Officer specifically issues a written authorization to proceed with designated work. Payment for materials ordered and received prior to issuance of the formal Notice to Proceed are subject to the following conditions:
  - 1. The contractor is responsible for all storage costs incurred. No additional compensation will be made;
  - 2. Ordering materials prior to the formal Notice to Proceed will not decrease or increase the specified contract time; and
  - 3. Conditions as specified in the 1999 INTERIM GENERAL CONDITIONS, and other conditions required by the contract documents.
- c. After issuance of the formal Notice to Proceed or upon written authorization from the Contracting Officer to proceed with designated work, the contractor shall order approved materials, do off-site fabrication and similar work. The contractor shall start and complete the jobsite work per the dates, times and durations noted in the COST, TIME AND SCHEDULE article.

**4. VARIABLE QUANTITIES UNIT PRICES**

Bidder includes in the Lump Sum Base Bid Price, costs for variable quantities unit prices that are itemized below and described in specification SECTION 01270 - VARIABLE QUANTITIES UNIT PRICES.

DESCRIPTION	ESTIMATED QUANTITIES	UNIT COST	SUBTOTAL COST
PoE Converters	4 pairs (8 Total)		
	Total Amount to be included in the Lump Sum Base Bid Price		\$

---

BIDDER'S INSTRUCTIONS - Fill in all blank spaces above.

**B. BID SECURITY**

Mark the applicable box. State in words and numerals the Bid Bond dollar amount. See the Bidder's Instructions at the end of this section for additional information.

Enclosed with this BID FORM:

- Surety Bond (\*4)
- Cashier's Check (\*6)
- Certified Check (\*6)
- Share Certificate (\*6)
- Treasurer's Check (\*6)
- Legal Tender (\*5)
- Certificate of Deposit (\*6)
- Official Check (\*6)
- Teller's Check (\*6)

{BIDDER'S INSTRUCTIONS: \* See below for footnotes.

(\*4) Surety bond underwritten by a company licensed to issue bonds in this State;

(\*5) Legal tender; or

(\*6) A certificate of deposit; share certificate; or cashier's, treasurer's, teller's, or official check drawn by, or a certified check accepted by, and payable on demand to the State by a bank, a savings institution, or credit union insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration.

a. These instruments may be utilized only to a maximum of \$100,000.

b. If the required security or bond amount totals over \$100,000, more than one instrument not exceeding \$100,000 each and issued by different financial institutions shall be accepted.}

In the amount of:

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)

(Bid Security shall be no less than 5% of the total lump sum base bid amount including alternates) as required by law.

**C. RECEIPT OF ADDENDA AND BID CLARIFICATIONS**

Bidder acknowledges receipt of the following Addenda and Bid Clarifications issued by the Department, and the bidder shall indicate by marking each applicable box:

- Addendum No. 1
- Addendum No. 2
- Addendum No. 3
- Addendum No. 4
- Addendum No. 5
- Bid Clarification No. 1
- Bid Clarification No. 2
- Bid Clarification No. 3
- Bid Clarification No. 4
- Bid Clarification No. 5

**D. PREFERENCES**

Bidder agrees that:

1. Preferences are considered in the evaluation of bids; however, the award of the contract will be in the amount of the bid offered exclusive of any preferences.
2. If granted Hawaii product or recycled product preference and awarded the contract, the Contractor must use the designated products in the work; otherwise, the Contractor may be in default of the contract.
3. If granted the Apprenticeship Agreement Preference and awarded the contract, the Contractor must, for the duration of the contract, certify each month that work is being conducted on the project that it continues to be a participant in the relevant apprenticeship program for each trade it employs.

**E. HAWAII PRODUCT PREFERENCES (Not Used)**

**E. RECYCLED PRODUCT PREFERENCE (Not Used)**

**G. APPRENTICESHIP AGREEMENT PREFERENCE**

The estimated value of the public works contract is \$250,000 or more and the apprenticeship agreement preference pursuant to Hawaii Revised Statutes §103-55.6 (Act 17, SLH 2009) shall apply. Complete self-certification form below.

**IMPORTANT: THIS SECTION MUST BE COMPLETED BY ALL BIDDERS REQUESTING THE APPRENTICESHIP PROGRAM PREFERENCE.**

By submission of this offer, the Bidder certifies that it has indicated all apprenticeable trades it will employ for this project (excluding subcontractors) by checking all applicable boxes below:

- Bricklayer/Mason
- Carpenter
- Cement Finisher
- Construction Craft Laborer
- Construction Equip Operator
- Drywall
- Electrician
- Elevator Constructor
- Fire Sprinkler Fitter
- Floor Layer
- Glazier
- Heat & Frost Asbestos Insulator
- Heavy Duty Repairman/Welder
- Ironworker
- Painter
- Paving Equip Operator
- Plasterer
- Plumber
- Pointer/Caulker/Weather proofer
- Refrigeration/AC
- Roofer
- Sheet Metal Worker
- Steamfitter/Welder
- Stone Mason
- Taper
- Telecommunication/CATV
- Tile Setter Installer Technician
- Truck Operator

The Contractor **must** submit a complete, valid Form1 for each apprenticeable trade indicated above to qualify for the preference.

## H. OTHER CONDITIONS

1. Bidder agrees to pay liquidated damages as specified in SECTION 00800 - SPECIAL CONDITIONS.
2. Bidder declares that its firm was not assisted or represented by an individual who has, in a State capacity, been involved in this project or this proposed contract in the past two consecutive years.
3. **Anti-collusion Certification** - In accordance with §3-122-192 (HAR), the bidder declares that the price submitted for this bid is independently arrived at without collusion.
4. **Certification for Safety and Health Programs for Offers in excess of \$100,000** - In accordance with HRS 396-18, the bidder certifies that its organization will have a written safety and health plan for this project that will be available and implemented by the date when onsite construction starts. Bidder may obtain the requirements for the safety plan from the Department of Labor and Industrial Relations, Occupational, Safety and Health Division (HIOSH).
5. **Labor and Wage Certification** (Chapter 104 HRS) - For projects in excess of \$2,000, the bidder shall comply with the requirements of Chapter 104 HRS, "Wages and Hours of Employment on Public Works Construction Projects" and shall certify that:
  - a. Individuals engaged in the performance of the contract on the job site, shall not be paid less than wages the Director of Labor and Industrial Relations determines to be prevailing for corresponding classes of laborers and mechanics employed on public works projects, including any periodic adjustments to the prevailing wages during the performance of the contract;
  - b. Overtime compensation shall be at one and one-half times the basic hourly rate plus fringe benefits for hours worked on Saturday, Sunday, or legal holiday of the State or in excess of eight hours on any other day; and
  - c. All applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety shall be fully complied with.
6. Upon the acceptance of the bid by the Procurement Officer, the bidder must enter into and execute a contract and furnish a performance and payment bond. These bonds shall conform to the provisions of HRS Sections 103D-324 and 325, and any law applicable thereto.
7. **Compliance with §103D-310 HRS:** Bidder shall be incorporated or organized under the laws of the State or registered to do business in the State as a separate branch or division that is capable of fully performing under the contract.

**I. LISTING JOINT CONTRACTORS OR SUBCONTRACTORS (HRS, 103D-302)**

It is the sole responsibility of the bidder to review the requirements of this project and determine the appropriate specialty contractor's licenses that are required to complete the project. The bidder acknowledges that as a general contractor ('A' or 'B' license) the bidder is prohibited from undertaking any work solely or as part of a larger project, which would require the bidder ('A' or 'B' general contractor) to act as a specialty ('C' license) contractor in any area in which the bidder ('A' or 'B' general contractor) has no specialty contractor's license. The bidder ('A' or 'B' general contractor) must have the appropriate 'C' specialty contractor's licenses either obtained on its own, or obtained automatically under HAR §16-77-32.

General Engineering 'A' Contractors automatically have these 'C' specialty contractor's licenses: C-3, C-9, C-10, C-17, C-24, C-31a, C-32, C-35, C-37a, C-37b, C-38, C-43, C-49, C-56, C-57a, C-57b, and C-61.

General Building 'B' Contractors automatically have these 'C' specialty contractor's licenses: C-5, C-6, C-10, C-12, C-24, C-25, C-31a, C-32a, C-42a, and C-42b.

Bidder agrees the completed listing of joint contractors or subcontractors is required for the project and that the bidder, together with the listed joint contractors and subcontractors, have all the specialty contractor's licenses to complete the work.

**Joint Contractors or Subcontractors List**

*{BIDDER'S INSTRUCTIONS: Refer to SECTION 00210 - INSTRUCTIONS TO BIDDERS for detailed instruction to fill out this list. Write in the complete firm name and nature of work to be performed by the required joint contractor or subcontractor.}*

FIRM NAME JOINT CONTRACTOR OR SUBCONTRACTOR	NATURE OF WORK TO BE PERFORMED

## **J. LIQUIDATED DAMAGES**

Liquidated damages in the sum stated in the Special Conditions will be deducted from the Contractor's final payment if the work is not completed within the time specified in this solicitation and any time extensions granted in writing to the Contractor by the State.

## **K. COMPENSATION**

All payments shall be made in the manner and at the times indicated in the Contract Documents.

It is understood and agreed that the compensation paid by The Judiciary to the Contractor shall include all expenses incurred by the Contractor for all loss or damage arising out of the nature of the work, from the action of the elements, or from any delay or unforeseen obstruction or difficulty encountered in the prosecution of the work; for all risks of every description connected with the work; and for all expenses incurred by or in consequence of the suspension or discontinuation of the work, except as set forth in the General Conditions.

It is further agreed by the parties that any portion of the Contract price payable to the Contractor out of federal funds shall be paid to the Contractor only when such federal funds are received, and this contract shall not be construed as binding the State to pay said portion out of any fund other than those which are received from the Federal government.

## **L. GUARANTY OF WORK**

The Contractor agrees to guaranty all work under this Contract for the period(s) stipulated in the Contract Documents from the project acceptance date.

If any unsatisfactory condition or damage develops within the time of this guaranty due to materials or workmanship that are deficient, inferior, or not in accordance with the contract, the Contractor shall, when notified by the State, immediately place such guaranteed work in a condition satisfactory to the State and make repairs of all damage to the buildings, equipment and grounds made necessary in fulfillment of the guarantee. Everything necessary for the fulfillment of any guarantee shall be done without any expense to the State. It is understood that the performance and payment bond furnished by the Contractor under this Contract may be used to secure performance of Contractor's guaranty

## **M. CONTRACT DOCUMENTS**

It is understood and agreed that the following documents, and any amendments or addenda thereto, comprise this contract and are fully a part of this Contract as though attached hereto or set forth at length herein: (1) Contractor's accepted proposal; (2) General Conditions; (3) Drawings; (4) Specifications, including the Notice to Bidders, Instructions to Bidders, and Special Conditions, Addenda, Bid Clarifications, if any; (5) Combination Performance and Labor and Material Payment Bond; and (6) this Contract Agreement.

**N. ENTIRE AGREEMENT**

This Contract is the entire agreement between parties, and no alterations, changes, or additions thereto shall be made, except in writing approved by the parties.

**O. ATTACHMENTS TO BE PROVIDED BY OFFER AS APPLICABLE**

- Corporate Resolution
- Certificate of Vendor Compliance (HCE)
- Surety Bid Bond
- Power of Attorney

END OF SECTION

## **SECTION 00700 - GENERAL CONDITIONS**

### **PART 1 - GENERAL**

#### **1.01 GENERAL CONDITIONS**

- A. The publication by the Public Works Division, Department of Accounting and General Services, State of Hawaii, titled "INTERIM GENERAL CONDITIONS 1999 Edition," known as the "GENERAL CONDITIONS", forms part of the State of Hawaii Contract between the Contractor and the State of Hawaii (The Judiciary). The GENERAL CONDITIONS are not physically included with these specifications, but are included by reference. Copies of the GENERAL CONDITIONS may be obtained from the Department of Accounting and General Services, Public Works Division, Oahu Office, State of Hawaii, fourth floor of the Kalanimoku Building, Room 422, 1151 Punchbowl Street, Honolulu, Hawaii or at the DAGS District Offices on Kauai, Maui and Hawaii.
- B. The GENERAL CONDITIONS and SECTION 00800 - SPECIAL CONDITIONS shall govern the Work specified in all DIVISIONS and SECTIONS.
- C. Wherever the term 'Interim General Conditions' appears in the Contract Documents, it shall be replaced with the term "GENERAL CONDITIONS."

#### **1.02 REVISIONS TO THE GENERAL CONDITIONS** - The following changes shall govern over the respective items in the published "INTERIM GENERAL CONDITIONS, 1999 Edition."

- A. Under ARTICLE 1 - DEFINITIONS, replace existing sections (1.4, 1.5, 1.9, 1.11, 1.12, 1.18, 1.24, 1.26, 1.28, 1.37, 1.43, 1.44, 1.49 and 1.50 respectively) and add new sections (1.65 through 1.75 respectively):

**1.4 ADMINISTRATOR** – Administrative Director of the Courts.

**1.5 ADVERTISEMENT** - A public announcement soliciting bids or offers.

**1.9 BID** - See Offer.

**1.11 BIDDER** - See Offeror.

**1.12 BIDDING DOCUMENTS (or SOLICITATION DOCUMENTS)** - The advertisement solicitation notice and instructions, Offer requirements, Offer forms, and the proposed contract documents including all addenda, and clarifications issued prior to receipt of the Offer.

**1.18 COMPTROLLER** – Administrative Director of the Courts.

- 1.24 CONTRACT TIME (or CONTRACT DURATION)** - The number of calendar (or working) days provided for completion of the contract, inclusive of authorized time extensions. The number of days shall begin running on the effective date in the Notice to Proceed. If in lieu of providing a number of calendar (or working) days, the contract requires completion by a certain date, the work shall be completed by that date.
- 1.26 DEPARTMENT** – The Judiciary.
- 1.28 ENGINEER** – The Administrative Director of the Courts, or the authorized person to act in the Administrator’s behalf.
- 1.37 INSPECTOR** - The person assigned by the Contracting Officer to inspect and monitor construction operations.
- 1.43 NOTICE TO CONTRACTORS** - See Solicitation.
- 1.44 NOTICE TO PROCEED** - A written notice from the Department to the Contractor establishing the applicable Contract Duration, Project Start Date, Jobsite Start Date, Jobsite Completion Date, and Contract Completion Date.
- 1.49 PROPOSAL (Bid)** - See Offer (or Bid).
- 1.50 PROPOSAL FORM** - See Offer Form (or Bid Form).
- 1.65 CONTRACTING OFFICER** - See Engineer.
- 1.66 NOT USED.**
- 1.67 NOT USED**
- 1.68 OFFER (or BID)** - The executed document submitted by an Offeror in response to a solicitation request, to perform the work required by the proposed contract documents, for the price quoted and within the time allotted.
- 1.69 OFFEROR (or BIDDER)** - Any individual, partnership, firm, corporation, joint venture or other legal entity submitting directly or through a duly authorized representative or agent, an Offer for the work or construction contemplated.
- 1.70 OFFER FORM (or BID FORM)** - The form prepared by the Department on which the Offeror submits the written offer or bid. By submitting an offer or bid, the Offeror adopts the language on the form as its own.
- 1.71 NOT USED**

- 1.72 PROJECT START DATE** - The date established in the Notice to Proceed when the Contractor shall begin prosecution of the work and the start of contract time.
- 1.73 RESIDENT** – A person who is physically present in the State of Hawaii at the time the person claims to have established the person’s domicile in the State of Hawaii and shows the person’s intent is to make Hawaii the person’s primary residence.
- 1.74 SHORTAGE TRADE** – A construction trade in which there is a shortage of Hawaii residents qualified to work in the trade as determined by the Department of Labor and Industrial Relations.
- 1.75 SOLICITATION** - An Invitation to Bid or Request for Proposals or any other document issued by the Department to solicit bids or offers to perform a contract. The solicitation may indicate the time and place to receive the bids or offers and the location, nature and character of the work, construction or materials to be provided.”

B. Under ARTICLE 2 – PROPOSAL REQUIREMENTS AND CONDITIONS, modify section 2.1 – QUALIFICATION OF BIDDERS, by deleting 2.1.1, through 2.1.2.8 and substitute the following 2.1.1 through 2.1.2:

**“2.1.1 Notice of Intention to Bid**

2.1.1.1 Delete in entirety. NOT APPLICABLE.

2.1.1.2 Delete in entirety. NOT APPLICABLE.

2.1.1.3 Delete in entirety. NOT APPLICABLE.

2.1.1.4 Delete in entirety. NOT APPLICABLE

2.1.1.5 Delete in entirety. NOT APPLICABLE.

2.1.1.6 Delete in entirety. NOT APPLICABLE.

2.1.1.7 Revise to read, “In accordance with Section 103D-310 Hawaii Revised Statutes, the prospective Bidder shall submit answers to questions contained in the STANDARD QUALIFICATION QUESTIONNAIRE FOR PROSPECTIVE BIDDERS ON PUBLIC WORKS CONTRACTS (SPO Form 21). SPO Form 21 may be found and downloaded from [www.SPO.hawaii.gov/](http://www.SPO.hawaii.gov/) Select SPO Forms “Forms for Vendors ...”, and select “SPO-21”.

The form shall be properly executed and notarized, setting forth a complete statement of the experience of such Bidder and its organization in performing similar work and a statement of the equipment proposed to be used, together with adequate proof of the availability of such equipment.

A completed, current questionnaire must be on file with DAGS-Public Works Division (DAGS-PWD) in order to be considered for award of a contract. SPO Form 21 is considered to be current if it has been filed within one year prior to the scheduled opening of bids for the project to be awarded. It is the responsibility of bidders to ensure that the questionnaire on file with DAGS-PWD is current.

There are two ways to submit SPO Form 21: 1) hand delivery to Room 426 in the Kalanimoku Building located at 1151 Punchbowl Street, Honolulu, Hawaii, 96813; or 2) mail to the following address: DAGS – Public Works Division, Staff Services Office, P.O. Box 119, Honolulu, HI 96810-0119. A copy of the current SPO Form 21 must be submitted with the bid.

If a Bidder does not have a completed, current questionnaire on file when the bids for a project are being evaluated, the State may request that one be submitted within five calendar days. If a copy of the complete, current questionnaire has not been received by The Judiciary Contracts and Purchasing Office within five calendar days from the date of the request, it will be sufficient cause for The Judiciary Contracts and Purchasing Office to disqualify the bidder.

All information contained in the answers to the questionnaire shall be kept confidential. The questionnaire will be shredded after it has served its purpose unless the company includes other instructions on the cover page of its submittal.

2.1.1.5 If upon review of the Questionnaire, or otherwise, the Bidder appears not fully qualified or able to perform the intended work, the Comptroller shall, after affording the Bidder an opportunity to be heard and if still of the opinion that the Bidder is not fully qualified to perform the work, refuse to receive or to consider any bid offered by the prospective Bidder.

2.1.1.6 Failure to complete and submit the prequalification questionnaire by the designated deadline will be sufficient cause for The Judiciary Contracts and Purchasing Office to disqualify a prospective Bidder.”

2.1.2 Delete in Entirety and Add:

**“2.1.2 Compliance Certificate 103D-310(c), Hawaii Revised Statutes –** The Contractors are required to provide proof of compliance in order to receive a contract of \$2,500 or more. To meet this requirement, Bidders may apply and register at the “Hawaii Compliance Express” website: <http://vendors.ehawaii.gov/hce/splash/welcome.html>.”

- C. Under ARTICLE 2 - PROPOSAL REQUIREMENTS AND CONDITIONS, modify section 2.6 - SUBSTITUTION OF MATERIALS AND EQUIPMENT BEFORE BID OPENING, by renaming section 2.6 SUBSTITUTION BEFORE CONTRACT AWARD and deleting subsections 2.6.1, through 2.6.6 and substitute the following three new subsections and related paragraphs 2.6.1 through 2.6.3:

**“2.6.1 For Substitutions after the Letter of Award is issued; refer to Section 6.3 SUBSTITUTION AFTER CONTRACT AWARD.**

**2.6.2** Unless specifically required otherwise in the contract documents, Offerors shall not submit products, materials, equipment, articles or systems for review or approval prior to submitting their Offers.

**2.6.3** Offerors shall prepare their Offer forms based on the performance requirements of the materials, equipment, articles or systems noted on the drawings and specifications. If trade names, makes, catalog numbers or brand names are specified, Offerors shall infer that these items indicate the quality, style, appearance or performance of the material, equipment, article, or systems to be used in the project.”

- D. Under ARTICLE 2 – PROPOSAL REQUIREMENTS AND CONDITIONS, modify section 2.7 – PREPARATION OF PROPOSAL, by deleting subsection 2.7.3 and substituting the following 2.7.3:

**“2.7.3** Pursuant to the requirements of Section 103D-302, HRS, each Bidder shall include in its bid the name of each person or firm to be engaged by the Bidder on the project as joint contractor or subcontractor indicating also the nature and scope of work to be performed by such joint contractor and/or subcontractor. If the Bidder fails to list a joint contractor or subcontractor, the State may accept the bid if it is in the State’s best interest and the value of the work to be performed by the joint contractor or subcontractor is equal to or less than one percent of the total bid amount. The Bidder shall be solely responsible for verifying that their joint contractor or subcontractor has the proper license at the time of the submitted bid.”

- E. Under ARTICLE 3 – AWARD AND EXECUTION OF CONTRACT, modify section 3.3 CORRECTION OF BIDS AND WITHDRAWAL OF BIDS 3-122-31 HAR, by deleting subsection 3.3.1.2(b) and substituting the following 3.3.1.2(b):

“(b) Transposition errors;”

- F. Under ARTICLE 3 – AWARD AND EXECUTION OF CONTRACT, modify section 3.3 CORRECTION OF BIDS AND WITHDRAWAL OF BIDS §3-122-31 HAR, by deleting subsection 3.3.2 and substituting the following 3.3.2:

**“3.3.2** Withdrawal of bids after bid opening but prior to award may be made when the bid contains a mistake attributable to an obvious error which affects price, quantity, quality, delivery, or contractual conditions, and the bidder requests withdrawal in writing by submitting proof of evidentiary value which demonstrates that a mistake was made. The Comptroller shall prepare a written approval or denial in response to this request.”

- G. Under ARTICLE 3 – AWARD AND EXECUTION OF CONTRACT, modify section 3.4 AWARD OF CONTRACT, by deleting subsection 3.4.4 and substituting the following 3.4.4:

**“3.4.4** The contract will be drawn on the offer forms and accepted by the Comptroller. The contract will not be binding upon the Department until all required signatures have been affixed thereto and written certification that funds are available for the work has been made.”

- H. Under ARTICLE 3 – AWARD AND EXECUTION OF CONTRACT, Add new Section 3.8 as follows:

**“3.8 CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS -** Contractors are hereby notified of the applicability of Section 11-355 HRS, which states that campaign contributions are prohibited from specified State or County government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body.”

- I. Under ARTICLE 3 – AWARD AND EXECUTION OF CONTRACT, modify section 3.8 EXECUTION OF THE CONTRACT, by renumbering the section number to 3.9, related subsection numbers to 3.9.1, 3.9.2 , by deleting former subsection 3.8.1 and substituting the following new 3.9.1:

**“3.9.1** Upon acceptance of the successful bidder’s offer by the Comptroller, the Contractor shall provide satisfactory performance and payment bonds within ten (10) calendar days after award of the contract or within such further time as granted by the Comptroller. No proposal or contract shall be considered binding upon the State until the contract has been fully and properly executed by all parties thereto and the Comptroller has endorsed thereon its certificate, as required by Section 103D-309, HRS, that there is an available unexpended appropriation or balance of an appropriation over and above all outstanding contracts sufficient to cover the State’s amount required by such contract.”

- J. Under ARTICLE 3 – AWARD AND EXECUTION OF CONTRACT, modify section 3.9 FAILURE TO EXECUTE THE CONTRACT, by renumbering the section number to 3.10, related subsection numbers to 3.10.1, 3.10.2, 3.10.3, by deleting former subsection 3.9.2 and substituting the following new 3.10.2:

**“3.10.2 After the Award** – If the Bidder to whom contract is awarded shall fail or neglect to furnish satisfactory security within ten (10) calendar days after such award or within such further time as the Comptroller may allow, the State shall be entitled to recover from such Bidder its actual damages, including but not limited to the difference between the bid and the next lowest responsive bid, as well as personnel and administrative costs, consulting and legal fees and other expenses incurred in arranging a contract with the next low responsive bidder or calling for new bids. The State may apply all or part of the amount of the bid security to reduce damages. If, upon determination by the State of the amount of its damages, the bid security exceeds that amount, it shall release or return the excess to the person who provided same.”

K. Add new section 3.11:

**3.11 CAMPAIGN CONTRIBUTIONS PROHIBITED**

3.11.1 Contractor shall comply with section 11-355 HRS. During the time period from the execution of the contract until completion of the contract, Contractor is prohibited from:

(a) Directly or indirectly making any contribution, or promise expressly or impliedly to make any contribution to any candidate committee or non-candidate committee, or to any candidate or to any person for any political purpose or use; or

(b) Knowingly soliciting any contribution from any person for any purpose.

As used in this section, "completion of contract" means that the contract has been terminated as provided in the General Conditions, or that the Contractor has fully performed the duties and obligations under this contract and there are not contractual disputes that must be resolved.

L. Under ARTICLE 4 - SCOPE OF WORK, modify Section 4.2 CHANGES, by deleting subsection 4.2.4.3 and substituting the following two new subsections:

"4.2.4.3 Upon receipt of a change order, that the Contractor does not agree with any of the terms or conditions or the adjustments or non adjustments of the contract price or contract time; the Contractor shall not execute or sign the change order, but shall return the unsigned change order, along with a written notification of the conditions or items that are in dispute.

4.2.4.4 If the Contractor signs or executes the change order, this constitutes an agreement on the part of the Contractor with the terms and conditions of the change order. A change order that is mutually agreed to and signed by the parties of the contract constitutes a contract modification."

M. Under ARTICLE 4 - SCOPE OF WORK, modify section 4.2 CHANGES, by adding the following three new subsections 4.2.5 through 4.2.7:

**4.2.5 Claim Notification** - The Contractor shall file a notice of intent to claim for a disputed change order within 30 calendar days after receipt of the written order. Failure to file the protest within the time specified constitutes an agreement on the part of the Contractor with the terms, conditions, amounts and adjustment or non-adjustment to contract price or contract time set forth in the disputed change order. The requirement for timely written notice shall be a condition precedent to the assertion of a claim.

**4.2.6 Proceeding with Directed Work** - Upon receipt of a contract modification, change order, or field order, the Contractor shall proceed with the directed changes and instructions. The Contractor's right to make a claim for additional compensation or an extension of time for completion is not affected by proceeding with the changes and instructions described in a change order and field order.

**4.2.7 Pricing or Negotiating Costs Not Allowed** - The Contractor's cost of responding to requests for price or time adjustments is included in the contract price. No additional compensation will be allowed unless authorized by the Contracting Officer.”

- N. Under ARTICLE 4 - SCOPE OF WORK, modify section 4.3 Duty of Contractor to Provide Proposal for Changes, by deleting subsection 4.3.4 and noting NOT APPLICABLE.
- O. Under ARTICLE 4 - SCOPE OF WORK, delete section 4.4 PRICE ADJUSTMENT, in its entirety and replace with the following section 4.4:

**“4.4 PRICE ADJUSTMENT HRS 103D-501**

**4.4.1** A fully executed change order or other document permitting billing for the adjustment in price under any method listed in paragraphs (4.4.1.1) through (4.4.1.5) shall be issued within ten days after agreement on the price adjustment. Any adjustment in the contract price pursuant to a change or claim in this contract shall be made in one or more of the following ways:

4.4.1.1 By agreement to a fixed price adjustment before commencement of the pertinent performance;

4.4.1.2 By unit prices specified in the contract or subsequently agreed upon before commencement of the pertinent performance;

4.4.1.3 Whenever there is a variation in quantity for any work covered by any line item in the schedule of costs submitted as required by Section 7.2 COMMENCEMENT REQUIREMENTS, by the Department at its discretion, adjusting the lump sum price proportionately;

4.4.1.4 **FORCE ACCOUNT METHOD.** At the sole option of the Contracting Officer, by the costs attributable to the event or situation covered by the change, plus appropriate profit or fee, all as specified in Section 4.5 ALLOWANCES FOR OVERHEAD AND PROFIT and the force account provision of Section 8.3 PAYMENT FOR ADDITIONAL WORK before commencement of the pertinent performance;

4.4.1.5 In such other manner as the parties may mutually agree upon before commencement of the pertinent performance; or

4.4.1.6 In the absence of an agreement between the two parties:

4.4.1.6.a For change orders with value not exceeding \$50,000 by documented actual costs of the work, allowing for overhead and profit as set forth in Section 4.5 ALLOWANCES FOR OVERHEAD AND PROFIT. A change order shall be issued within fifteen days of submission by the contractor of proper documentation of completed force account work, whether periodic (conforming to the applicable billing cycle) or final. The procurement officer shall return any documentation that is defective to the contractor within fifteen days after receipt, with a statement identifying the defect; or

4.4.1.6.b For change orders with value exceeding \$50,000 by a unilateral determination by the Contracting Officer of the reasonable and necessary costs attributable to the event or situation covered by the change, plus appropriate profit or fee, all as computed by the Contracting Officer in accordance with applicable sections of Chapters 3-123 and 3-126 of the Hawaii Administrative Rules, and Section 4.5 ALLOWANCES FOR OVERHEAD AND PROFIT. When a unilateral determination has been made, a unilateral change order shall be issued within ten days. Upon receipt of the unilateral change order, if the contractor does not agree with any of the terms or conditions, or the adjustment or non-adjustment of the contract time or contract price, the contractor shall file a notice of intent to claim within thirty days after the receipt of the written unilateral change order. Failure to file a protest within the time specified shall constitute agreement on the part of the contractor with the terms, conditions, amounts, and adjustment or non-adjustment of the contract time or the contract price set forth in the unilateral change order.

**4.4.2 Cost or Pricing Data** - Contractor shall provide and certify cost or pricing data for any price adjustment to a contract involving aggregate increases and decreases in costs plus applicable profits expected to exceed \$100,000. The certified cost or pricing data shall be subject to the provisions of HAR chapter 3-122, subchapter 15.”

P. Revise header to read:

**4.5 ALLOWANCES FOR OVERHEAD AND PROFIT HRS103D-501**

Q. 4.5.1 Delete 4.5.1 in entirety and substitute the following 4.5.1:

**“4.5.1** In determining the cost or credit to the Department resulting from a change, the allowances for all overhead, including, extended overhead resulting from adjustments to contract time (including home office, branch office and field overhead, and related delay impact costs) and profit combined, shall not exceed the percentages set forth below:

4.5.1.1 For the Contractor, for any work performed by its own labor forces, twenty percent (20%) of the direct cost;

4.5.1.2 For each subcontractor involved, for any work performed by its own forces, twenty percent (20%) of the direct cost;

4.5.1.3 For the Contractor or any subcontractor, for work performed by their subcontractors, ten percent (10%) of the amount due the performing subcontractor.”

R. Under ARTICLE 5 - CONTROL OF THE WORK, modify section 5.4 SHOP DRAWINGS AND OTHER SUBMITTALS, by deleting subsection 5.4.14 and 5.4.15 and substitute the following new subsections:

“5.4.1.4 Descriptive Sheets and Other Submittals - When a submittal is required by the contract, the Contractor shall submit to the Contracting Officer eight (8) complete sets of descriptive sheets such as shop drawings, brochures, catalogs, illustrations, calculation, material safety data sheets (MSDS), certificates, reports, warranty, etc., which will completely describe the material, product, equipment, furniture or appliance to be used in the project as shown in the drawings and specifications and how it will be integrated into adjoining construction. When submittals are specified to be submitted under Web Based

Construction Management System, the number of complete sets will be as specified or as directed by the Contracting Officer. Prior to the submittal, the Contractor shall review and check all submittal sheets for conformity to the contract requirements and indicate such conformity by marking or stamping and signing each sheet. Where descriptive sheets include materials, systems, options, accessories, etc. that do not apply to this contract, non-relevant items shall be crossed out so that all remaining information will be considered applicable to this contract. It is the responsibility of the Contractor to submit descriptive sheets for review and acceptance by the Contracting Officer as required at the earliest possible date after the date of award in order to meet the Contract Duration. Delays caused by the failure of the Contractor to submit descriptive sheets as required will not be considered as justification for contract time extension.

5.4.1.5 Material Samples and Color Samples - When material and color sample submittals are required by the contract, the Contractor shall submit to the Contracting Officer no less than three (3) samples conforming to Section 6.6 MATERIAL SAMPLES. One sample will be retained by the Consultant, one sample will be retained by the State, and the remaining sample(s) will be returned to the Contractor. Prior to the material and color submittal, the Contractor shall review and check all samples for conformity to the contract requirements and indicate such conformity by marking or stamping and signing each sample. It is the responsibility of the Contractor to submit samples for review and acceptance by the Contracting Officer as required at the earliest possible date after the date of award in order to meet the Contract Duration. Delays caused by the failure of the Contractor to submit material and color samples as required will not be considered as justification for contract time extension.

- S. Under ARTICLE 5 - CONTROL OF THE WORK, modify section 5.8 COOPERATION BETWEEN THE CONTRACTOR AND THE DEPARTMENT, by deleting the subsection 5.8.1 and substitute the following new subsection 5.8.1:

**“5.8.1 Furnishing Drawings and Specifications** - Judiciary will not furnish hard copies of contract plans and specifications to Contractors. Contractors who receive award for projects shall download the files of drawings and specifications from the HlePro website <https://hiepro.ehawaii.gov/> and make their own hard copies. Contractor shall have and maintain at least one hard copy of the Contract Drawings and Specifications on the work site, at all times.”

- T. Under ARTICLE 5 - CONTROL OF THE WORK, modify section 5.12 SUBCONTRACTS, by deleting the subsection 5.12 and related paragraphs and substitute the following new subsection 5.12 and related paragraphs:

**“5.12 SUBCONTRACTS** - Nothing contained in the contract documents shall create a contractual relationship between the State and any subcontractor. The contractor may subcontract a portion of the work but the contractor shall remain responsible for the work that is subcontracted.

**5.12.1 Replacing Subcontractors** - Contractors may enter into subcontracts only with subcontractors listed in the offer form. The contractor will be allowed to replace a listed subcontractor if the subcontractor:

5.12.1.1 Fails, refuses or is unable to enter into a subcontract consistent with the terms and conditions of the subcontractor's offer presented to the contractor; or

5.12.1.2 Becomes insolvent; or

5.12.1.3 Has any license or certification necessary for performance of the work suspended or revoked; or

5.12.1.4 Has defaulted or has otherwise breached the subcontract in connection with the subcontracted work; or

5.12.1.5 Agrees to be substituted by providing a written release; or

5.12.1.6 Is unable or refuses to comply with other requirements of law applicable to contractors, subcontractors, and public works projects.

**5.12.2 Notice of Replacing Subcontractor** - The Contractor shall provide a written notice to the Contracting Officer when it replaces a subcontractor, including in the notice, the reasons for replacement. The Contractor agrees to defend, hold harmless, and indemnify the State against all claims, liabilities, or damages whatsoever, including attorney's fees, arising out of or related to the replacement of a subcontractor.

**5.12.3 Adding Subcontractors** - The Contractor may enter into a subcontract with a subcontractor that is not listed in the offer form only after this contract becomes enforceable.

**5.12.4 Subcontracting** - Contractor shall perform with its own organization, work amounting to not less than twenty (20%) of the total contract cost, exclusive of costs for materials and equipment the Contractor purchases for installation by its subcontractors, except that any items designated by the State in the contract as "specialty items" may be performed by a subcontract and the cost of any such specialty items so performed by the subcontract may be deducted from the total contract cost before computing the amount of work required to be performed by the Contractor with its own organization."

U. Under ARTICLE 6 - CONTROL OF MATERIALS AND EQUIPMENT, Modify Section 6.3 SUBSTITUTION OF MATERIALS AND EQUIPMENT AFTER BID OPENINGS, by renaming section 6.3 SUBSTITUTION AFTER CONTRACT AWARD and by deleting subsections 6.3.1 through 6.3.3 and related paragraphs, and substitute the following two new subsections 6.3.1 and 6.3.2 and related paragraphs:

**“6.3.1** Materials, equipment, articles and systems noted on the drawings and specifications, establish a standard of quality, function, performance or design requirements and shall not be interpreted to limit competition. Should trade names, makes, catalog numbers or brand names be specified, the contractor shall infer that these items indicate the quality, style, appearance or performance of the material, equipment, article, or systems to be used in the project. The contractor is responsible to use materials, equipment, articles or systems that meet the project requirements. Unless specifically provided otherwise in the contract documents, the contractor may, at its option, use any material, equipment, article or system that, in the judgment of the Contracting Officer, is equal to that required by the contract documents.

6.3.1.1 If after installing a material, equipment, article or system a variance is discovered, the contractor shall immediately replace, at no cost to the contract, the material, equipment, article or system with one that meets the requirements of the contract documents.

**6.3.2 Substitution After Contract Award** - Subject to the Contracting Officer’s determination; material, equipment, article or system with a variant feature(s) may be allowed as a substitution, provided it is in the State’s best interest. The State may deny a substitution; and if a substitution is denied, the contractor is not entitled to any additional compensation or time extension.

6.3.2.1 The Contractor shall include with the submittal, a notification that identifies all deviations or variances from the contract documents. The notice shall be in a written form separate from the submittal. The variances shall be clearly shown on the shop drawing, descriptive sheet, and material sample or color sample; and the Contractor shall certify that the substitution has no other variant features. Failures to identify the variances are grounds to reject the related work or materials, notwithstanding that the Contracting Officer accepted the submittal. If the variances are not acceptable to the Contracting Officer, the contractor will be required to furnish the item as specified on the contract documents at no additional cost or time.

6.3.2.2 Acceptance of a variance shall not justify a contract price or time adjustment unless the Contractor requests an adjustment at the time of submittal and the adjustments are explicitly agreed to in writing by the Contracting Officer. Any request shall include price details and proposed scheduling modifications. Acceptance of a variance is subject to all contract terms, and is without prejudice to all rights under the surety bond.

6.3.2.3 The Contractor can recommend improvements to the project, for materials, equipment, articles, or systems by means of a substitution request, even if the improvements are at an additional cost. The Contracting Officer shall make the final determination to accept or reject the Contractor’s proposed improvements. If the proposed material, equipment, article or system cost less than the specified item, the Department will require a sharing of cost similar to value engineering be implemented. State reserves its right to deny a substitution; and if a substitution is denied, the contractor is not entitled to additional compensation or time extension.”

- V. Under Article 7 - PROSECUTION AND PROGRESS, modify section 7.2 SCHEDULE OF PRICES by deleting paragraph 7.2.4.1 and substitute the following paragraph 7.2.4.1:

“7.2.4.1. The Contractor shall estimate at the close of each month the percentage of work completed under each of the various construction items during such month and submit the Monthly Payment Application to the Contracting Officer for review and approval. The Contractor shall be paid the approved percentage of the price established for each item less the retention provided in Section 8.4 PROGRESS PAYMENTS.”

- W. Under Article 7 - PROSECUTION AND PROGRESS, add the following paragraph 7.2.4A:

“**7.2.4A Subcontracts.** Upon award of a contract and prior to starting any construction work, the Contractor shall submit to the Contracting Officer a list of all subcontractors and the actual subcontracted dollar amount for each of its subcontractors regardless of the amount of the subcontract. See section 7.39 – Employment of State Residents Requirements.”

- X. Under ARTICLE 7 – PROSECUTION AND PROGRESS, modify section 7.2.5 PROOF OF INSURANCE COVERAGE, by deleting subsection 7.2.5 and substitute the following:

“**7.2.5 Proof of Insurance Coverage** - Certificate of Insurance or other documentary evidence satisfactory to the Contracting Officer that the Contractor has in place all insurance coverage required by the contract. The Certificate of Insurance shall contain wording which identifies the Project number and Project title for which the certificate of insurance is issued. Refer to Section 7.3 INSURANCE REQUIREMENTS.”

- Y. Under ARTICLE 7 - PROSECUTION AND PROGRESS, modify section 7.7 PREVAILING WAGES, by deleting subsection 7.7.4.

- Z. Under ARTICLE 7 - PROSECUTION AND PROGRESS, modify section 7.10 OVERTIME AND NIGHT WORK, by deleting subsection 7.10.2 and substitute the following:

“**7.10.2** Contractor shall notify the Contracting Officer two working days prior to doing overtime and night work, to insure proper inspection will be available. The notification shall address the specific work to be done. A notification is not required when overtime work and night work are included as normal working hours in the contract and in the contractor's construction schedule.”

- AA. Under ARTICLE 7 - PROSECUTION AND PROGRESS, modify section 7.11 - OVERTIME AND NIGHT PAYMENT FOR STATE INSPECTION SERVICES, by adding new subsection 7.11.3:

**“7.11.3** The Department is responsible for overtime or night time payments for Department’s inspection services, including Department’s Inspector, State staff personnel and the Department’s Consultant(s) engaged on the project, when overtime and night work are included as normal working hours in the contract and in the contractor’s construction schedule.”

BB. Under ARTICLE 7 - PROSECUTION AND PROGRESS, modify section 7.25 - DISPUTES AND CLAIMS, by deleting subsection 7.25.10 and paragraph 7.25.10.1 and substitute the following:

**“7.25.10 Decision on Claim or Appeal** - The Contracting Officer shall decide all controversies between the State and the Contractor which arise under, or are by virtue of, this contract and which are not resolved by mutual agreement. The decision of the Contracting Officer on the claim shall be final and conclusive, unless fraudulent or unless the Contractor delivers to the Comptroller a written appeal of the Contracting Officer’s decision no later than 30 days after the date of the Contracting Officer’s decision. The Comptroller’s decision shall be final and conclusive, unless fraudulent or unless the Contractor brings an action seeking judicial review of the Comptroller’s decision in an appropriate circuit court of this State within six months from the date of the Comptroller’s decision.

7.25.10.1 If the contractor delivers a written request for a final decision concerning the controversy, the Comptroller shall issue a final decision within 90 days after receipt of such a request; provided that if the Comptroller does not issue a written decision within 90 days, or within such longer period as may be agreed upon by the parties, then the contractor may proceed as if an adverse decision had been received. Both parties to this contract agree that the period of up to 30 days to appeal the Contracting Officer’s decision to the Comptroller shall not be included in the 90 day period to issue a final decision.”

CC. Under ARTICLE 7 - PROSECUTION AND PROGRESS, modify section 7.31 - SUBSTANTIAL COMPLETION, AND FINAL INSPECTION, by deleting paragraph 7.31.2.1 and substitute the following:

“7.31.2.1 The Contracting Officer shall confirm the list of deficiencies noted by the contractor’s punchlist(s) and will notify the contractor of any other deficiencies that must be corrected.”

DD. Under ARTICLE 7 - PROSECUTION AND PROGRESS, modify section 7.32 - PROJECT ACCEPTANCE DATE, by adding new paragraph 7.32.4.1 as follows:

“7.32.4.1 Punchlist corrective work shall be completed prior to Contract Completion Date, or extension thereof.”

EE. Under ARTICLE 7 - PROSECUTION AND PROGRESS, modify section 7.32 - PROJECT ACCEPTANCE DATE, by deleting subsection 7.32.7 and substitute the following:

**“7.32.7** If the contractor fails to correct the deficiencies within the time established in paragraph 7.32.4.1, the Contracting Officer shall assess liquidated damages as required by section 7.26 - FAILURE TO COMPLETE THE WORK ON TIME.”

FF. Under ARTICLE 8 – MEASUREMENT AND PAYMENT, Section 8.3 PAYMENT FOR ADDITIONAL WORK, modify clause 8.3.4.5(h) by changing the replacement value from ‘five hundred dollars (\$500)’ to read “\$1,000.”

GG. Under ARTICLE 8 - MEASUREMENT AND PAYMENT, Modify section 8.3 PAYMENT FOR ADDITIONAL WORK, by deleting subsection 8.3.1 and substitute the following new subsections and paragraph:

**“8.3.1 Payment for Changed Conditions** - A contract modification or change order complying with section 4.4 PRICE ADJUSTMENT and section 4.5 ALLOWANCES FOR OVERHEAD AND PROFIT shall be issued for all changes that are directed under Section 4.2 CHANGES. No payment for any change including work performed under the force account provisions will be made until a change order is issued or contract modification is executed.

8.3.1.1 At the completion of the force account work or at an intermediate interval approved by the Contracting Officer, the contractor shall submit its force account cost proposal, including; approved daily force account records with any attached invoices or receipt, to the Department for processing a contract modification or change order.”

HH. Under Article 8 - MEASUREMENT AND PAYMENT, modify section 8.4 PROGRESS AND/OR PARTIAL PAYMENTS, title and substituting new title and deleting subsections 8.4.3 thru 8.4.4.4 and substituting the following new subsections 8.4.3 thru 8.4.4.4:

**“8.4 PROGRESS PAYMENTS”**

**8.4.3 Payment for Materials** - The Contractor will also be allowed payments of the manufacturer’s, supplier’s, distributor’s or fabricator’s invoice cost of accepted materials to be incorporated in the work on the following conditions:

8.4.3.1 The materials are delivered and properly stored at the site of Work; or

8.4.3.2 For special items of materials accepted by the Engineer, the materials are delivered to the Contractor or subcontractor(s) and properly stored in an acceptable location within a reasonable distance to the site of Work.

**8.4.4** Payments shall be made only if the Engineer finds that:

8.4.4.1 The Contractor has submitted bills of sale for the materials or otherwise demonstrates clear title to such materials.

8.4.4.2 The materials are insured for their full replacement value to the benefit of the Department against theft, fire, damages incurred in transportation to the site, and other hazards.

8.4.4.3 The materials are not subject to deterioration.

8.4.4.4 In case of materials stored off the project site, the materials are not commingled with other materials not to be incorporated into the project.”

- II. Under ARTICLE 8 - MEASUREMENT AND PAYMENT, Modify section 8.5 PROMPT PAYMENT, by deleting section 8.5 and related subsections 8.5.1 thru 8.5.6 and substitute the following new section 8.5 and related subsections 8.5.1 thru 8.5.9:

**“8.5.1** Any money paid to a Contractor for work performed by a subcontractor shall be disbursed to such subcontractor within ten (10) days after receipt of the money in accordance with the terms of the subcontract; provided that the subcontractor has met all the terms and conditions of the subcontract and there are no bona fide disputes on which the Contracting Officer has withheld payment.

**8.5.2** Upon final payment to the Contractor, full payment to all subcontractors shall be made within ten (10) days after receipt of the money, provided there are no bona fide disputes over the subcontractor’s performance under the subcontract.

**8.5.3** All sums retained or withheld from a subcontractor and otherwise due to the subcontractor for satisfactory performance under the subcontract shall be paid by the Contracting Officer to the contractor and subsequently, upon receipt from the Contracting Officer, by the contractor to the subcontractor within the applicable time periods specified in subsection 8.5.2 and section 103-10 HRS:

8.5.3.1 Where a subcontractor has provided evidence to the contractor of satisfactorily completing all work under their subcontract and has provided a properly documented final payment request as described in subsection (8.5.5) of this section, and:

8.5.3.1.a Has provided to the contractor an acceptable performance and payment bond for the project executed by a surety company authorized to do business in the State, as provided in section 8.6 RETAINAGE; or

8.5.3.1.b The following has occurred:

8.5.3.1.b.1 A period of ninety days after the day on which the last of the labor was done or performed and the last of the material was furnished or supplied has elapsed without written notice of a claim given to contractor and the surety, as provided for in section 103D-324 HRS; and

8.5.3.1.b.2 The subcontractor has provided to the contractor:

8.5.3.1.b.2.1 An acceptable release of retainage bond, executed by a surety company authorized to do business in the State, in an amount of not more than two times the amount being retained or withheld by the contractor;

8.5.3.1.b.2.2 Any other bond acceptable to the contractor; or

8.5.3.1.b.2.3 Any other form of mutually acceptable collateral.

**8.5.4** If the Contracting Officer or the contractor fails to pay in accordance with this section, a penalty of one and one-half per cent per month shall be imposed upon the outstanding amounts due that were not timely paid by the responsible party. The penalty may be withheld from future payment due to the contractor, if the contractor was the responsible party. If a contractor has violated subsection 8.5.2 three or more times within two years of the first violation, the contractor shall be referred by the contracting officer to the contractor license board for action under section 444-17(14) HRS.

**8.5.5** Final Payment Request. A properly documented final payment request from a subcontractor, as required by subsection 8.5.3, shall include:

8.5.5.1 Substantiation of the amounts requested;

8.5.5.2 A certification by the subcontractor, to the best of the subcontractor's knowledge and belief, that:

8.5.5.2.a The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the subcontract;

8.5.5.2.b The subcontractor has made payments due to its subcontractors and suppliers from previous payments received under the subcontract and will make timely payments from the proceeds of the payment covered by the certification, in accordance with their subcontract agreements and the requirements of this section; and

8.5.5.2.c The payment request does not include any amounts that the subcontractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of their subcontract; and

8.5.5.2.d The submission of documentation confirming that all other terms and conditions required under the subcontract agreement have been fully satisfied.

**8.5.6** The Contracting Officer shall return any final payment request that is defective to the contractor within seven days after receipt, with a statement identifying the defect.

**8.5.7** A payment request made by a contractor to the Contracting Officer that includes a request for sums that were withheld or retained from a subcontractor and are due to a subcontractor may not be approved under subsection 8.5.3 unless the payment request includes:

8.5.7.1 Substantiation of the amounts requested; and

8.5.7.2 A certification by the contractor, to the best of the contractor's knowledge and belief, that:

8.5.7.2.a The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;

8.5.7.2.b The subcontractor has made payments due to its subcontractors and suppliers from previous payments received under the contract and will make

timely payments from the proceeds of the payment covered by the certification, in accordance with their subcontract agreements and the requirements of this section; and

8.5.7.2.c The payment request does not include any amounts that the contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of their subcontract.

**8.5.8** This section shall not be construed to impair the right of a contractor or a subcontractor at any tier to negotiate and to include in their respective subcontracts provisions that provide for additional terms and conditions that are requested to be met before the subcontractor shall be entitled to receive final payment under subsection 8.5.3 of this section; provided that any such payments withheld shall be withheld by the contracting officer.”

JJ. Under ARTICLE 8 - MEASUREMENT AND PAYMENT, modify section 8.6 RETAINAGE, by deleting section 8.6 and related subsections 8.6.1 thru 8.6.3 and substituting the following new section 8.6 and related subsections:

**“8.6 RETAINAGE**

**8.6.1** The Department will retain a portion of the amount due under the contract to the contractor, to ensure the proper performance of the contract. The sum withheld by the Department from the contractor shall not exceed five per cent of the total amount due the contractor and that after fifty per cent of the contract is completed and progress is satisfactory, no additional sum shall be withheld; provided further that if progress is not satisfactory, the contracting officer may continue to withhold as retainage, sums not exceeding five per cent of the amount due the contractor

**8.6.2** The retainage shall not include sums deducted as liquidated damages from moneys due or that may become due the contractor under the contract.

**8.6.3** General Obligation Bonds - The contractor may withdraw retainage monies in whole or in part by providing a general obligation bond of the State or its political subdivisions suitable to the Department. The contractor shall endorse over to the Department and deposit with the Department any general obligation bond suitable to the Department, but in no case with a face value less than the value established by law, of the amount to be withdrawn. The Department may sell the bond and use the proceeds in the same way as it may use monies directly retained from progress payments or the final payment.

**8.6.4** Any retainage provided for in this section or requested to be withheld by the contractor shall be held by the contracting officer.

**8.6.5** A dispute between a contractor and subcontractor of any tier shall not constitute a dispute to which the State or any county is a party, and there is no right of action against the State or any county. The State and a county may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

**8.6.6** The retention amount withheld by the contractor from its subcontractor shall be not more than the same percentage of retainage as that of the contractor (also applies to subcontractors who subcontract work to other subcontractors) where a subcontractor has provided evidence to the contractor of:

8.6.6.1 A valid performance and a payment bond for the project that is acceptable to the contractor and executed by a surety company authorized to do business in this State;

8.6.6.2 Any other bond acceptable to the contractor; or

8.6.6.3 Any other form of collateral acceptable to the contractor.

**8.6.7** A written notice of any withholding shall be issued to a subcontractor, with a copy to the procurement officer, specifying the following:

8.6.7.1 The amount to be withheld;

8.6.7.2 The specific causes for the withholding under the terms of the subcontract; and

8.6.7.3 The remedial actions to be taken by the subcontractor to receive payment of the amounts withheld.

**8.6.8** The provisions of this section shall not be construed to require payment to subcontractors of retainage released to a contractor pursuant to an agreement entered into with the contracting officer meeting the requirements of subsection 8.6.3.”

KK. Under Article 8 – MEASUREMENT AND PAYMENT, modify section 8.8 – FINAL PAYMENT, by deleting subsection 8.8.1 and substitute the following new subsection 8.8.1:

**8.8.1** Upon final settlement, the final payment amount, less all previous payments and less any sums that may have been deducted in accordance with the provisions of the contract, will be paid to the contractor, provided the contractor has submitted a current “Certificate of Vendor Compliance” issued by the Hawaii Compliance Express (HCE). The Certificate of Vendor Compliance is used to certify the Contractor’s compliance with: a) Section 103D-328, HRS (for all contracts \$25,000 or more) which requires a current tax clearance certificate issued by the Hawaii State Department of Taxation and the Internal Revenue Service; b) Chapters 383, 386, 392, and 393, HRS; and c) Subsection 103D-310(c), HRS.

LL. Under Article 8 – MEASUREMENT AND PAYMENT, modify section 8.9 – CLAIMS ARISING OUT OF PAYMENT FOR REQUIRED WORK, by changing the title in the reference to Section 8.4 from “PROGRESS AND/OR PARTIAL PAYMENTS” to “PROGRESS PAYMENTS”.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

END OF SECTION

## SECTION 00800 - SPECIAL CONDITIONS

### PART 1 - GENERAL

#### 1.01 GENERAL CONDITIONS

- A. As specified in SECTION 00700 - GENERAL CONDITIONS: The *GENERAL CONDITIONS* and these *SPECIAL CONDITIONS* shall govern all work specified in all Divisions and Sections.
- B. Revisions to the *GENERAL CONDITIONS*: The following conditions included in this paragraph 1.01 B. and subparagraphs shall govern respective items in the published *INTERIM GENERAL CONDITIONS 1999 Edition* and in SECTION 00700 - GENERAL CONDITIONS, paragraph entitled REVISIONS TO THE GENERAL CONDITIONS.
1. Under ARTICLE 3 – AWARD AND EXECUTION OF CONTRACT, modify section 3.11 NOTICE TO PROCEED, by deleting subsection 3.11.4 and substitute the following new paragraph 3.11.4:

“3.11.4 In the event the Notice to Proceed is not issued within one hundred and eighty (180) days after the date of the bid opening, the Contractor may submit a claim for increased labor and material costs (but not overhead costs) which are directly attributable to the delay beyond the first 180 days. Such claims shall be accompanied with the necessary documentation to justify the claim. No payment will be made for escalation costs that are not fully justified as determined by the State.”

#### 1.02 SUBMITTAL DATES FOR CLARIFICATIONS

- A. Written requests must be received no later than 4:30 p.m., fourteen calendar days prior to bid opening.

#### 1.03 PROJECT CONTACT PERSON AND PROCUREMENT CONTACT

- A. Project Contact - For Contractor's access to the site to view conditions during bidding.

NAME: Dee Dee Letts  
POSITION OR TITLE: Coordinator, Office of Project Management  
TELEPHONE NUMBER: (808) 538-5990 FAX NO: (808) 539-4402  
EMAIL: [deedee.d.letts@courts.hawaii.gov](mailto:deedee.d.letts@courts.hawaii.gov)

- B. Procurement Contact - For questions or clarifications on the plans and specifications during bidding, offerors must submit by fax “QUESTIONS AND CLARIFICATIONS” form found at the end of this section. For general questions on the procurement requirements or processes call by telephone.

NAME: Paul Kaneshiro  
POSITION OR TITLE: Court Administrative Services Officer  
TELEPHONE NUMBER: (808) 539-4351  
EMAIL: [paul.t.kaneshiro@courts.hawaii.gov](mailto:paul.t.kaneshiro@courts.hawaii.gov)

#### **1.04 LIQUIDATED DAMAGES**

- A. In accordance with the *GENERAL CONDITIONS*, Article 7 - PROSECUTION AND PROGRESS, Section 7.26, FAILURE TO COMPLETE THE WORK ON TIME, upon failure to complete the work or any portion of the work within the time or times fixed in the contract or extension thereof, the Contractor shall pay liquidated damages to the State, in the amount of \$189.00 per calendar day of delay.
  
- B. In accordance with the *GENERAL CONDITIONS*, Article 7 - PROSECUTION AND PROGRESS, Section 7.32, PROJECT ACCEPTANCE DATE; upon failure to correct punch list deficiencies, within the time or times fixed in the contract or extension thereof, the Contractor shall pay liquidated damages to the State, in the amount equal to 10 percent of the liquidated damages, per calendar day of delay.
  
- C. In accordance with the *GENERAL CONDITIONS*, Article 7 - PROSECUTION AND PROGRESS, Section 7.33, FINAL SETTLEMENT OF CONTRACT; upon failure to submit closing documents within the time or times fixed in the contract or extension thereof, the Contractor shall pay liquidated damages to the State, in the amount equal to five percent of the liquidated damages, per calendar day of delay.

#### **1.05 SPECIALTY CONTRACTOR'S AND SUBCONTRACTOR'S LICENSE**

- A. Contractor shall be solely responsible to assure that all the specialty licenses required to perform the work are covered by the Contractor or its Subcontractor(s) or joint Contractors.

#### **1.06 WORKING HOURS**

- A. The regular working hours for this project are from 7:45 AM to 4:30 PM Monday through Friday, excluding State Holidays, unless otherwise noted or restricted under SECTION 01100 - PROJECT REQUIREMENTS. In the event of conflict, the working hours provisions of specification SECTION 01100 - PROJECT REQUIREMENTS shall govern over this item 1.06.
  
- B. The Contractor may be given approval to work beyond the regular hours including Saturdays, Sundays, State Holidays, night work, or after hours under the provisions of the *GENERAL CONDITIONS*, Article 7 - PROSECUTION AND PROGRESS, Section 7.10, OVERTIME AND NIGHT WORK and under specifications SECTION 01100 - PROJECT REQUIREMENTS.

#### **1.07 SPECIFIC PROJECT REQUIREMENTS**

- A. Permits may be required for this project; the Contractor is responsible to pay for or obtain these permits.

## **1.08 COMPREHENSIVE ANNUAL FINANCIAL REPORTING**

A. For any project that involves work on multiple structures, including non-building structures, whether it be new work or renovation work, or when the project involves both site improvements and a structure, the Contractor shall provide the following information to the Contracting Officer for fixed asset allocation purposes:

1. Within 30 calendar days of award as applicable to the project, the following shall be submitted:
  - a. The total cost of each individual structure;
  - b. The total cost of on-site improvement work; and
  - c. The total cost of off-site improvement work.
2. After all work, including all change order work has been completed, and prior to a request for final payment, the following shall be submitted:
  - a. The total cost of each individual structure including any related change order cost;
  - b. The total cost of on-site improvement work including any related change order cost; and
  - c. The total cost of off-site improvement work including any related change order cost.
3. The sum total cost of each category noted above shall total to the contract amount awarded, plus all change order work issued.
  - a. The cost of each individual structure includes the cost of the structure and any work within five (5) feet of the structure or building line which may include, but is not limited to its foundation, foundation earthwork, and utility improvements within and immediately below the building line.
  - b. The on-site improvement cost includes all site improvement work from five (5) feet and beyond the building line and up to the project's property line, which may include but is not limited to clearing and grubbing, grading, drainage system, site utility, walkway, parking lot, and landscape improvements.
  - c. The off-site improvement cost includes all off-site improvement work outside the of the project's property line, which may include but is not limited to walkway, landscape, drainage, utility, and roadway improvements.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 – EXECUTION (Not Used)**

END OF SECTION

**QUESTIONS AND CLARIFICATIONS (WRITTEN REQUESTS ONLY)**

PROJECT TITLE: **Kauikeaouli Hale Upgrade the Security Camera System and Related Work**

PROJECT IDENTIFIER: JUD 1516-01-DC01

PROJECT CONTACT: Dee Dee Letts

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BID OPENING DATE May 13, 2016 (This request must be received no less than 14 days prior to bid opening)

PERSON MAKING REQUEST: \_\_\_\_\_

COMPANY: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

QUESTION OR CLARIFICATION (Be specific and list drawing/detail and specification section or paragraph that requires attention. Attach additional pages as necessary. FAX to (808) 539-4402 or deliver to Attention: Dee Dee Letts  
Office of Project Management  
777 Punchbowl Street  
Honolulu, Hawaii 96813  
Phone: (808) 538-5991

## DIVISION 1 – GENERAL REQUIREMENTS

### SECTION 01100 - PROJECT REQUIREMENTS

#### PART 1 - GENERAL

##### 1.01 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Identification
  - 1. Project Title: **Kauikeaouli Hale Upgrade the Security Camera System and Related Work**
  - 2. Project Location: 1111 Alakea Street,  
Honolulu, Hawaii 96813  
Island of Oahu  
TMK: 2-1-17:003
- B. The Work consists of replacing analog cameras, housing and cables with digital video cameras, domes, network video recorders, computers, monitors and storage. Video software and licenses will also be supplied. The security camera system must integrate with the Judiciary's current platform which is Network Harbor Lighthouse. See SECTION 16800 – SOUND AND VIDEO FOR MORE DETAILS.
- C. Perform operations and furnish equipment, fixtures, appliances, tools, materials, related items and labor necessary to execute, complete and deliver the Work as required by the Contract Documents.
- D. The Division and Sections into which these specifications are divided shall not be considered an accurate or complete segregation of work by trades. This also applies to work specified within each section.
- E. Contractor shall not alter the Drawings and Specifications. If an error or discrepancy is found, notify the Contracting Officer.
- F. Specifying of interface and coordination in the various specification sections is provided for information and convenience only. These requirements in the various sections shall complement the requirements of this Section.

## **1.02 SPECIFICATION FORMATS AND CONVENTIONS**

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated and include incomplete sentences. Omission of words or phrases such as “the Contractor shall”, “as shown on the drawings”, “a”, “an”, and “the” are intentional. Omitted words and phrases shall be provided by inference to form complete sentences. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred, as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates. Where devices, or items, or parts thereof are referred to in the singular, it is intended that such reference shall apply to as many such devices, items or parts as are required to properly complete the Work.
  2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
    - a. The words “shall”, “shall be”, or “shall comply with”, depending on the context, are implied where a colon (:) is used within a sentence or phrase.
  3. Abbreviations and Acronyms for Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale Research’s “Encyclopedia of Associations” or in Columbia Books’ “National Trade & Professional Associations of the U.S.”.
- B. Terms
1. Directed: Terms such as “directed”, “requested”, “authorized”, “selected”, “approved”, “required”, and “permitted” mean directed by Contracting Officer, requested by Contracting Officer, and similar phrases.
  2. Indicated: The term “indicated” refers to graphic representations, notes, or schedules on drawings or to other paragraphs or schedules in specifications and similar requirements in the Contract Documents. Terms such as “shown”, “noted”, “scheduled”, and “specified” are used to help the user locate the reference.
  3. Furnish: The term “furnish” means to supply and deliver to project site, ready for unloading, unpacking, assembly, and similar operations.

4. Install: The term “install” describes operations at project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
  5. Provide: The terms “provide” or “provides” means to furnish and install, complete and ready for the intended use.
  6. Installer: An installer is the Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-Subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
  7. Submit: Terms such as “submit”, “furnish”, “provide”, and “prepare” and similar phrases in the context of a submittal, means to submit to the Contracting Officer.
- C. Industry Standards
1. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
  2. Publication Dates: Comply with standards in effect as of date of the Contract Documents, unless otherwise indicated.
  3. Conflicting Requirements: If compliance with 2 or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different, but apparently equal, to Contracting Officer for a decision before proceeding.

### **1.03 CONTRACT**

- A. Refer to SECTION 00800 - SPECIAL CONDITIONS for other contract conditions.
- B. Construction Window: **(NOT USED)**
- C. Project Schedule: **(NOT USED)**

### **1.04 WORK SEQUENCE**

- A. The Work will be conducted in a single construction phase.

## 1.05 USE OF PREMISES AND WORK RESTRICTIONS

- A. General: The Contractor is notified that the entire building will generally remain operational throughout the entire duration of the project.
- B. The Contractor shall schedule and perform his work and operations to conform to the requirements of The Judiciary (including requirements for the schedule and hours of the court, noise restrictions and security requirements described elsewhere), and in such a manner as to minimize inconvenience, hazards and disturbance upon the building's occupants and to ensure their safety.
  1. Coordinate construction, shutdown and schedules with the Project Contact Person and Contracting Officer.
  2. All building areas (e.g. courtrooms, corridors, offices, etc.) shall be fully operational at the end of utility shutdown periods.
  3. As the building area will remain operational throughout the entire duration of the project, safe access and egress around the project site shall be maintained at all times.
  4. Disruptions of access, etc. shall be coordinated in writing with the Project Contact Person and Contracting Officer. Disruptions shall also be identified in the work schedule.
  5. The Contractor shall provide construction aids as necessary to maintain normal operations of the building and to protect the public and staff.
- C. As the building will be operational during the duration of the project, on-site parking, storage and staging, etc. will be limited.
  1. Coordinate construction, shutdown and schedules with the Project Contact Person and Contracting Officer.
- D. Contractor's use of premises is restricted as follows:
  1. Construction Times and Schedule:
    - a. Night, weekend and overtime work is not allowed unless allowed, in writing, by the Contracting Officer.
    - b. No work will be allowed on the project site between 4:30 pm to 7:00 am.
  2. Site Access and Parking:
    - a. Parking: Parking for the Contractor's employees (or Subcontractors) will be **limited to two vehicles** in the available areas within the designated Project Contract Limits or in areas designated by the Contracting Officer. Do not use parking stalls in regularly designated parking zones within the Facility grounds. Unauthorized vehicles parked in marked stalls and in any area outside of the designated project construction site will be subject to towing at the Contractor's expense.

- b. Maintain access to the Loading area through Project Contract Limits.
3. Sanitation:
- a. Use of the building's toilet facilities will be restricted to public toilets only. Failure to keep such facilities clean and neat will subject the Contractor to loss of privilege.
4. Noise and Dust Control:
- a. In adjacent locations surrounding the project site, noise, dust and other disrupting activities, resulting from construction operations, are detrimental to the conduct of Judiciary activities. Therefore, Contractor shall monitor its construction activities. Exercise precaution when using equipment and machinery to keep the noise and dust levels to a minimum.
  - b. To reduce loud disruptive noise levels, ensure mufflers and other devices are provided on equipment, internal combustion engines and compressors.
  - c. Schedule construction activities that create excessive noise and dust problems, such as concrete coring, drilling, hammering, trenching, and demolition, for the weekends, holidays or non-operational hours. Overtime costs for the Contractor's employees and work force are the Contractor's responsibility.
  - d. The Contracting Officer will require any construction activity that produces excessiveness of noise and dust to be performed during non-operational hours. The Contracting Officer shall make the final determination. Overtime costs for the Contractor's employees and work force are the Contractor's responsibility.
5. Other Conditions:
- a. Arrange for construction debris and trash to be removed from project site daily.
  - b. Operate machinery and equipment with discretion and with minimum interference to driveways and walkways. Do not leave machinery and equipment unattended on roads and driveways.
  - c. Store materials in the areas as designated by the Contracting Officer. Locate construction equipment, machinery, equipment and supplies within the Project Contract Limits.
  - d. Keep access roads to the project site free of dirt and debris. Provide, erect and maintain lights, barriers, signs, etc. when working on roads, driveways and walkways to protect pedestrians and moped/bicycle riders. Obey traffic and safety regulations.

E. Security Provisions:

1. Security Checks:

- a. After award and before commencement of any work on The Project, Contractor shall submit for a security check a list of the names, dates of birth, and Social Security Numbers of all workers planned to work on the site. Any worker who has a previous record of any felonious or any conviction for such offenses other than minor traffic offenses will not be permitted to work on this project. The list of workers shall be kept current at all times. Workers shall not enter the jobsite until receipt of clearance is obtained from the Contracting Officer. Workers found on the site without proper clearance will be removed immediately. Workers shall exchange picture identification for a Visitor Badge upon entry and shall maintain this Badge visibly on their person at all times. Worker lists may be transmitted Attn: Contracting Officer via fax to [(808) 539-4402 during normal operational hours. Note that it may take up to two weeks lead time before workers receive clearance.]

2. Sheriff Oversight:

- a. All movements of the Contractor's employees into and within the building will be subject to control by the Sheriff's Division. The Contractor, his agents or employees shall be subject to personal search whenever the Sheriff's Division deems such action necessary for the safety of the building. This shall also include the inspection of lunch boxes, toolboxes, clothing and equipment. Introduction or possession of weapons, narcotics, alcoholic beverages, or contraband to the project site is prohibited.
- b. When work is performed outside the normal operating hours of the facility (or users operations), only a single entry to the building will be permitted and a Special Duty Officer (Deputy Sheriff) shall be stationed at this entrance throughout the period that it is open. All construction workers must remain in line-of-sight of a Deputy Sheriff. Workers moving from on work area to another must be accompanied by a Sheriff in order to comply with this requirement. The Contractor shall be restricted to the area of construction and shall at no time enter other areas unless granted permission by the Sheriff's Deputy on duty. Contact and arrange with the Department of Public Safety, Sheriff's Division, Special Duty Coordinator Deputy Kirk Enos (telephone (808) 587-3663 or cellular (808) 285-6001) and the Sheriff's office for the locations where the project is to be constructed to provide the security personnel. Make arrangements at least 48 hours before security personnel are required. Special Duty Officer charges are [\$30.00] per hour or fraction thereof (minimum of quarter hour increments), for a minimum of 4 hours.

If the situation requires more Sheriffs, each additional Sheriff will be paid at the same hourly rate. A Sergeant at an hourly rate of [\$35.00] will be required for every four Sheriffs and a Lieutenant at an hourly rate of [\$40.00] will be required for every three Sergeants. If the Sheriff's office receives less than 12 hours notice for cancellation of scheduled security services, a minimum of four hours per Sheriff will be assessed to the requester. Pay for Sheriffs costs as part of the contract. Payment shall be made directly to the Special Duty Officer within 5 days of receipt after the Officer fills out a W-9 form on the jobsite.

- c. In addition to contacting the Special Duty Coordinator, contact the Sheriff's Office with local jurisdiction over the project building as follows:  
Honolulu District Court: Lieutenant Michael Decenzo (808) 538-5676
  - d. Note that the Sheriff's Offices do not possess keys for access to the building such that arrangements must be made with Contracting Officer (808) 539-4351 and/or the Project Contact (808) 538-5990 to provide keys or the means for access to the building after normal working hours.
3. Tool, Material and Equipment Controls:
- a. All hand tools, cables, ropes and other implements shall be transported and retained, except when in use, in approved, locked tool boxes. At all times, tools shall be subject to inventory by the Sheriff's Deputies. During the progress of the work, care shall be taken that no tool is left unguarded or unattended at any time. It is an urgent matter that missing tools, equipment, etc. be reported immediately to those in authority. Material and equipment shall be brought into the work area through entrance as approved by those in authority and shall be carried to and stored in limited areas as approved. Introduction or possession of weapons, narcotics, alcoholic beverages, or contraband to the project site is prohibited.
  - b. Explosives, explosive devices or any equipment associated with a system that could be used as an explosive shall not be allowed.
4. Exterior Openings, Scaffolding, Ladders, Temporary Enclosures, Staging, Lifting and Safety Devices:
- a. Ensure that there are no openings in the walls/windows, roofs/doors of the building where unlawful entry in the building is possible. All exterior openings which have been opened for construction shall be securely closed at the end of the Contractor's workday, unless otherwise directed by the Judiciary. Scaffolding, ladders and other equipment used for vertical access may remain but must be properly secured to prevent unauthorized access at the end of each day's work provided that pedestrian access is not obstructed.

## **1.06 WORK UNDER OTHER CONTRACTS**

### **A. Cooperation with Other Work:**

1. The Judiciary may execute a separate contract for certain construction or services at the project site. Cooperate fully with separate Contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this contract.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

END OF SECTION

## **SECTION 01270 - VARIABLE QUANTITIES UNIT PRICES**

### **PART 1 - GENERAL**

#### **1.01 SUMMARY**

- A. This Section includes administrative and procedural requirements for unit prices.

#### **1.02 DEFINITIONS**

- A. Unit price is an amount proposed by the Bidder (or Offeror), stated on the Bid Form, as a price per unit of measurement for materials or services included in the Total Lump Sum Bid Price.

#### **1.03 RELATED DOCUMENTS**

- A. Variations in estimated quantities are governed by GENERAL CONDITIONS Section VARIATIONS IN ESTIMATED QUANTITIES.
- B. Measurement and payment for unit price items are governed by the General Conditions.

#### **1.04 PROCEDURES**

- A. Unit prices include all necessary material, plus cost for delivery, installation, insurance, applicable taxes, coordination overhead, and profit.
- B. List of Unit Prices: A list of unit prices is included at the end of this Section. Specification Sections referenced in the schedule contain requirements for materials described under each unit price.
  - 1. The description of Variable Quantities Unit Price items is not intended to give a detailed description of all work required, as only principal features of such work are listed.
  - 2. Detailed descriptions are given in the appropriate Specification Sections or Drawings named in the general description below.
- C. Include Variable Quantities Unit Price costs on the Bid form.
- D. All computations of the Variable Quantities Unit Prices shall use the unit prices noted in the Bid Form. Measurements will be to the nearest estimated unit quantity. Payment will be made for quantities actually installed at the applicable price, measured by the Offeror, concurred by the Contracting Officer, and acceptably completed.
- E. The Variable Quantities Unit Prices are estimated quantities. Where the quantity of a pay item vary more than 50 percent above or below the estimated quantity stated in the contract, an adjustment in the contract price may be made upon demand by either the State or Contractor. The adjustment shall be based upon any increase or decrease in costs due solely to the variation above 150 percent or below 50 percent of the estimated quantity.

- F. Do not proceed with work exceeding the estimated quantities written in the Bid Form until receipt of written approval by the Contracting Officer.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION**

**3.01 LIST OF VARIABLE QUANTITIES**

A. Unit Price No. 1

Description: Include in the bid **eight (8)** VERACITY PoE converters or approved equal where the replacement of existing legacy RG-59 cabling to the CAT 6 standard is not feasible.

END OF SECTION

## **SECTION 01330 - SUBMITTAL PROCEDURES**

### **PART 1 - GENERAL**

#### **1.01 SUMMARY**

- A. Comply with the GENERAL CONDITIONS “Shop Drawings and Other Submittals” section and “Material Samples” section.
- B. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other miscellaneous submittals.
- C. Related Sections include the following:
  - 1. SECTION 16800 – SOUND AND VIDEO

#### **1.02 SUBMITTAL PROCEDURES**

- A. Coordinate Work and Submittals: Contractor shall certify the submittals were reviewed and coordinated.
- B. Submittal Certification: Provide in MS Word when submitting electronically. Contracting Officer will provide an electronic copy of the Submittal Certification. Provide a reproduction (or stamp) of the “Submittal Certification” and furnish the required information with all submittals. Include the certification on:
  - 1. The title sheet of each shop drawing, or on
  - 2. The cover sheet of submittals in 8-1/2 inch x 11-inch format, or on
  - 3. One face of a cardstock tag (minimum size 3-inch x 6-inch) tied to each sample. On the sample tag, identify the sample to ensure sample can be matched to the tag if accidentally separated. The opposite face of the tag will be used by the Contracting Officer to receive, review, log stamp and include comments.
- C. Variances: The Contractor shall request approval for a variance. Clearly note any proposed deviations or variances from the Specifications, Drawings, and other Contract Documents on the submittal and also in a separately written letter accompanying the submittal.

CONTRACTOR'S NAME: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

JUDICIAL PROJECT IDENTIFIER: \_\_\_\_\_

**As the General Contractor, we checked this submittal and we certify it is correct, complete, and in compliance with Contract Drawings and Specifications. All affected Contractors and suppliers are aware of, and will integrate this submittal into their own work.**

SUBMITTAL NUMBER \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

REVISION NUMBER \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

SPECIFICATION SECTION NUMBER /PARAGRAPH NUMBER \_\_\_\_\_

DRAWING NUMBER \_\_\_\_\_

SUBCONTRACTOR'S NAME \_\_\_\_\_

SUPPLIER'S NAME \_\_\_\_\_

MANUFACTURER'S NAME \_\_\_\_\_

**NOTE: DEVIATIONS FROM THE CONTRACT DOCUMENTS ARE PROPOSED AS FOLLOWS (Indicate "NONE" if there are no deviations)**

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CERTIFIED BY	
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D. Submittal Certification Form (stamp or digital)

Note: Form can be combined with Design Consultant's Review stamp. This is available from the Contracting Officer.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION**

**3.01 SUBMITTAL REGISTER AND TRANSMITTAL FORM**

- A. Contractor shall use submittal register and transmittal forms as directed by the Contracting Officer.
- B. The listing of required submittals within this Section is provided for the Contractor's convenience. Review the specification technical sections and prepare a comprehensive listing of required submittals. Furnish submittals to the Contracting Officer for review.

- C. Contractor shall separate each submittal item by listing all submittals in the following groups with the items in each group sequentially listed by the specification section they come from:
1. Administrative
  2. Data
  3. Tests
  4. Closing
- D. Contractor shall separate all different types of data as separate line items all with the column requirements.
- E. Contractor shall send monthly updates and reconciled copies electronically to the Contracting Officer and the Design Consultant in MS Word or MS Excel or other format as accepted by the Contracting Officer.

Section No. – Title	Shop Drawings & Diagrams	Equipment Listing	Shop Drawings	Design Data, Test Reports, Certificates, Manufactures Instructions	Calculations	O & M Manual	Guaranty or Warranty
16800 – Sound & Video	■	■	■	■	■	■	■

END OF SECTION

## **SECTION 16800 – Sound and Video**

### **PART 1 - GENERAL**

#### **1.01 SUMMARY**

The Hawaii State Judiciary has invested in a security system which combines access control, duress and other alarm monitoring, intrusion detection and CCTV remote video systems. The individual security subsystems are integrated into a Judiciary-wide, overall Physical Security Information Management (PSIM) system.

The PSIM system provides a secure, encrypted platform to monitor CCTV video and to integrate the video with the access control and alarm monitoring systems. The PSIM system also allows authorized personnel to access live and recorded video. In the event of an alarm in the access control system or other alarm types the PSIM provides the platform to access live or recorded video associated with the alarm. The PSIM also serves to securely access, by authorized users, the various CCTV systems statewide on networked computers.

The Judiciary PSIM system also allows remote monitoring capabilities by the Department of Public Safety (DPS). The Judiciary and the Department of Public Safety have installed the same PSIM for statewide monitoring capabilities. The PSIM is from the same manufacturer and allows monitoring at the DPS command center located at the Hawaii State Capitol.

The CCTV video system proposed in SECTION 16800 – SOUND AND VIDEO shall include manufacturer's support to enable the system to be connected to the Judiciary PSIM and the Department of Public Safety PSIM. It must also be fully compatible with the existing PSIM and include the required PSIM connections, licensing, software, hardware installation and programming.

#### **A. Section Includes**

1. CCTV system requirements that shall be applicable to all work and to the administrative and procedural requirements for security video cameras, recording equipment and software, storage and retrieval equipment and software; and, viewing equipment and software.
2. The contractor must provide, at the time of bid certification, evidence that the CCTV and PSIM manufacturers are authorized to provide, install, program and service the CCTV and other PSIM equipment. The contractor must have manufacturer trained, authorized and supported personnel on Oahu, Hawaii, for the duration of the warranty period to support the CCTV system and its integration.

3. The contractor must provide documentation that they have installed at least 3 projects similar in size and scope within the past 5 years in the State of Hawaii. The contractor must also provide references for at least 3 projects similar in size and scope that they have installed with the proposed CCTV PSIM system. The contractor must have an office in Hawaii and at least 3 manufacturer trained technicians on the island of Oahu for the duration of the installation and warranty period for both the CCTV system and the PSIM system integration.

## **1.02 RELATED SECTIONS**

- A. SECTION 01100 – PROJECT REQUIREMENTS
- B. SECTION 01270 – VARIABLE QUANTITIES UNIT PRICES
- C. SECTION 01330 – SUBMITTAL PROCEDURES

## **1.03 REFERENCES**

- A. ANSI/EIA American National Standards Institute / Electronics Industries Association, RS-170, Electrical Performance Standards – Monochrome Television Studio Facilities A (“RS-170”): Standards for picture quality.
- B. ANSI/EIA American National Standards Institute / Electronics Industries Association, RS-232C.
- C. ANSI/EIA American National Standards institute / Electronics Industries Association, RS-310.
- D. ANSI/EIA American National Standards institute / Electronics Industries Association, RS-330, Electrical Performance Standards for Closed Circuit Television Camera 525/60 Interlaced 2:1 (“RS-330”): Standards for Picture quality.
- E. ANSI/EIA American National Standards institute / Electronics Industries Association, RS-422.
- F. ANSI/EIA American National Standards institute / Electronics Industries Association, RS-485.
- G. ASTM F1465 – American Society for Testing and Materials, Guide Standard for Security Control Systems.
- H. FCC, Federal Communications Commission, Class A (Audio)
- I. FCC, Federal Communications Commission, Class B (Video)
- J. FCC, Federal Communications Commission, Part 15 RF Isolation and Interference.
- K. ICB International Building Code, 2003 Edition
- L. NEC National Electrical Code, article 725.
- M. NEMA, 1 and 4X.
- N. NEMA, National Electrical Manufacturers Association.

- O. NFPA-70 (NEC) National Fire Protection Association, National Electrical Code
  - 1. Article 110.26' Spaces about Electrical Equipment
  - 2. Article 314.16, Box Sizing.
  - 3. Article 725, Class 1, Class 2, and Class 3 Remote-Control, Signaling, and Power-Limited Circuits
- P. NRTL Nationally Recognized Testing Laboratory Listing and Labeling.
- Q. OSHA 1910.7 Occupational Safety Health Act.
- R. U.L. Underwriters Laboratories, 498A, Grounding Torque
- S. U.L. Underwriters Laboratories, 498, Standard for Attachment Plugs and Receptacles.
- T. U.L. Underwriters Laboratories, 1283, Electro Magnetic Interference Filters.
- U. U.L. Underwriters Laboratories, 1363, Relocatable Power Taps.

#### **1.04 SYSTEM DESCRIPTION**

- A. Design Requirements: The CCTV System shall consist of cameras, controls, motors, receiver/drivers, video archival system equipment, PoE converters, switching electronics, CPU's, monitors and other equipment and software as described in this Section and related Sections.
  - 1. Intended areas of coverage are shown on the CCTV system diagram.
  - 2. Camera lenses shall be selected to give the widest viewing angle consistent with the intended area of coverage.

#### **1.05 SUBMITTALS**

- A. General:
  - 1. Submit in accordance with SECTION 01330 – SUBMITTAL PROCEDURES.
- B. Quality Assurance/Control Submittals:
  - 1. The room names and numbers, and the door numbers shown on the plans reflect the architectural names and numbers developed by the State during the design of the facility. It is anticipated that the Contracting Officer, or his representative, will want some or all of the door and room numbers and names displayed on the CCTV system monitors to be changed. Provide 2 hours of meeting time with the Contracting Officer, or his representative, at the State's facility and adequate programming time as necessary to provide the Contracting Officer requested nomenclature changes for all doors and rooms.
  - 2. The field of view of each camera on the plans was developed with the State. It is anticipated that the Contracting Officer may want some or all of the camera field of views adjusted after installation. Provide 2 hours of meeting time with the Contracting Officer, or his representative, at the State's facility and adequate field technician time as necessary to provide Contracting Officer requested field of view changes.

3. Provide 1 hour of meeting time with the Contracting Officer, or his representative, at the State's facilities and adequate programming time as necessary to modify the programming to implement Contracting Officer requested changes relate to:
    - a. Camera/monitor schedules.
    - b. Camera tours.
- C. Equipment Submittal:
1. All video components shall be identified with manufacturer's part and/or catalog number.
  2. All video switcher processor firmware shall be identified and revision levels indicated.
  3. Include testing procedures.
  4. Include testing forms.
  5. Include dimensions, weights, and mounting details for all cameras equipment mounted on the walls or other surfaces.
- D. Shop Drawings:
1. To scale mechanical drawings showing physical arrangement and mounting details of each component as it is to appear in the rack. Include front and back views.
  2. Include wiring diagrams showing one example of each dissimilar wiring configuration. Include one wiring diagram depicting the video recording system interface.
- E. Design Data, Test Reports, Certificates, Manufacturer's Instructions, and Manufacturers Field Reports:
1. The contractor shall perform all electrical and mechanical tests recommended by the equipment manufacturer and required in this Section. Bench settings are not acceptable. A checkout report shall be prepared by the installation technicians and submitted. One copy of which shall be registered with the equipment manufacturer. Submit with as-built drawings. The report shall include, but not be limited to:
    - a. A complete list of equipment installed and wired.
    - b. Indication that all equipment is properly installed and functioning and conforms with these Specifications.
    - c. Serial numbers, locations and model number for each installed unit.
    - d. Technician's name, certificate number and date.
- F. Calculations: Video recording RAID calculations shall be provided with the equipment submittals.
- G. O and M Manuals:
1. Include a custom developed detailed description of the video recording system interfaces.
  2. Include completed testing forms.

## **1.06 SYSTEM STARTUP, STATE'S INSTRUCTIONS, COMMISSIONING**

- A. Test, Inspection:
  - 1. Field test before delivery of CCTV headend equipment: Continuity of all field wiring and camera operation.
  - 2. Final tests and inspection shall be held in the presence of the Contracting Officer, or his representative, and to his satisfaction. The contractor shall supply personnel and required equipment for the test.
- B. Verification of Performance:
  - 1. Test all system equipment and programming for adherence to the requirements of this Section and all Related Sections.
  - 2. Verify that each camera:
    - a. Is properly selected to each quadrant of each monitor.
    - b. Is displayed maintaining its horizontal holds, vertical holds, is free from hum bars, color bars, ghosting, sticking, tearing and other aberrations.
    - c. Is adjusted for focus, color balance, contrast, brightness.
    - d. Is physically adjusted for proper field of view.
    - e. The lens and housing window is clean.
    - f. Is equipped with auto-iris at all locations where outdoor light can be seen from the camera.

## **PART 2 – PRODUCTS**

### **2.01 PRODUCTS**

- A. The equipment listed in the following PART 2, Subsection 2.02 is listed to illustrate type, purpose, capabilities and performance desired and required. Judiciary approved equals can be substituted.
- B. It is anticipated that some of the products specified in this Section may be updated, revised or replaced with newer versions between this publication and equipment purchase. Contractor shall include in its equipment submittals the cut sheets on the most current versions of all products.

### **2.02 EQUIPMENT**

Provide and install a complete security camera monitoring and recording system to replace or upgrade the existing system at Kauikeaouli Hale consisting of the following:

- A. Cameras
  - 1. SAMSUNG Techwin America CCTV Security Cameras
    - a. **10 each** Model SNV-6013. 2 Megapixel Full HD Vandal-Resistant Dome Cameras or approved equal.
    - b. **4 each** Model SNV-8081R. 5 Megapixel Vandal-Resistant Network IR Dome Cameras or approved equal.
    - c. **112 each** Model SNV-6084R. 2 Megapixel HD Vandal-Resistant Network IR Dome Cameras or approved equal.

- B. PoE Converters
  - 1. HighWire PowerStar
    - a. **4 each** Models VHW-HWPS-B and VHW-HWPS-C (Base and Camera Units – 4 cameras total as part of the Variable Quantity Unit Price), or approved equal.
- C. Switches
  - 1. Contractors need to familiarize themselves with the cabling distances on each floor of Kauikeaouli Hale and include the correct number of switches and extenders needed to complete the work. Contractors are solely responsible for providing the correct quantity of switches and extenders needed to complete the work.
- D. Network Video Recorders (**NVR**)
  - 1. Exacq Technologies Network Video Recorders
    - a. **2 each** Model IP08-108T-R4Z Rackmount 4U recorder with 8 IP licenses (128 max), dual Gb NIC, HDMI, DVI-I, DisplayPort (2 max. simultaneous), RS-232/485 serial port, RAID 6, DVD, Win 7 64 bit or Ubuntu 14.04 linux on 60GB SSD, redundant power supplies, keyboard and mouse, exacqvision Professional client and server software pre-installed, 3 year warranty and software updates or approved equal.
- E. Workstation
  - 1. Dell Workstation
    - a. **1 each Workstation:** - Model T3620 - **Processor:** – Intel Xeon, E3-1220 v5 (Quad Core 3.0Ghz, 3.5 Ghz Turbo, 8MB), **Operating System:** - Windows 7 Pro (Includes Window 10 Pro License), **Video Card:** - Dual NVIDIA QuadPro K620, 2GB (DP, DL-DVI-I) (2 DP to SL-DVI adapter), **Memory:** - 16GB (2x8GB) 2133 MHz DDR4 Non-ECC, **Optical Drive:** – 16x DVD-/- RW drive or approved equal.
- F. LED Monitors
  - 1. Sharp HD TVs
    - a. **4 each** Model LC-40LE653U 40" LED Class HD Series TVs, or approved equal.
- G. Uninterruptible Power Supply (UPS)
  - 1. APC
    - a. **1** APC Smart UPS 3000VA LCD2U Battery Back-up with 6 NEMA 5-15R output or approved equal.
- H. Open Frame Server Rack
  - 1. Standard Data Center Open Frame Rack 48" with PDU if multiple outlets for rack are needed.

### 2.03 ACCESSORIES

- A. Provide rack mounting hardware for all rack mounted equipment.
- B. Software: Contractor is responsible for providing, installing and modifying all software required for the system to meet the performance and operational specifications of this Section and Related Sections.

## **2.04 LICENSES**

- A. Include all licenses for all cameras, stations, equipment, users, and the site for simultaneous use of all cameras, stations, equipment, users and the site for a period of 5 years minimum.

## **PART 3 – EXECUTION**

### **3.01 PROGRAMMING**

- A. Nomenclature: The room names and numbers shown on the plans reflect the architectural names and numbers developed by the State during the design of the facility. It is anticipated that the Contracting Officer will want some or all of the numbers and names displayed on the CCTV system monitors to be changed. Provide 1 four hour meeting with the Contracting Officer, or his representative, at the State's facilities and adequate programming time as necessary to provide requested nomenclature changes:
  1. System CCTV monitors shall display camera scene information as displayed from the title generator. Meet with the Contracting Officer's representative to confirm the scene information. Present to the representative options including camera number, scene name and location of text on the screen.
  2. Time/Date shall not be included except as directed by the Contracting Officer.
- B. NVR: It is anticipated that the Contracting Officer may want additional programming of the recording system relative to the automatic recording of some or all cameras based on active events to maximize the effectiveness of the recording capacity of the specific system installed.
  1. Attend one 2-hour meeting with the Contracting Office, or his representative, prior to system programming to confirm and document which cameras are to be recorded at what rates under what scenarios or events.

### **3.02 ERECTION, INSTALLATION, APPLICATION, CONSTRUCTION**

- A. NVR Rack and Equipment
  1. NVR rack and equipment will be located in the Data Center at District Court
  2. Rack shall be placed in an area designated by the data center supervisor or designee.
  3. Electrical power for rack mounted equipment will be obtained from the existing power distribution panel, designed by the data center supervisor or designee, to the new rack.
  4. The awarded vendor shall follow the instructions of the data center supervisor in running their cables under existing raised floor or existing overhead cable racks. It is the awarded vendors responsibility to provide overhead cable racks in areas where there are no existing racks to utilize. All cabling installed shall be properly groomed.

5. All work in the data center is to be done during normal Judiciary working hours. If after hours and week end work needs to be done in the date center the awarded vendor shall hire State of Hawaii deputy sheriffs for escort.

B. Additional Requirements

1. Follow installation procedures and wiring recommendations of equipment manufacturer.
2. Contractor must hire **OTIS Elevator Company**, Hawaii as a subcontractor to assist in the installation of the camera in the cellblock elevator. **OTIS Elevator Company**, Hawaii is the only vendor authorized for all work involving the cellblock elevator. Cost for this subcontract must be included in this bid.
3. Every camera shall be individually powered and individually fused. Every camera not equipped with an on-board isolation transformer shall be equipped with an external isolation transformer at the power supply cabinet.
4. Camera field of view requirements are shown on the drawings. It is the contractor's responsibility to provide lenses in sizes that provide the field of view shown. Where vari-focal lenses do not provide the required field of view, provide lenses that do. Do not provide fish-eye lenses except as specifically approved by the Contacting Officer. No additional costs to the Sate for lenses will be allowed.
5. Rack mounted equipment shall be arranged and mounted to facilitate front and back access to all rack mounted equipment without the need for removal of any other equipment.
6. Cabling to be installed between new video system network and existing Judiciary network through existing hub.

C. Interface with Other Work

1. Interface with the Work of other Sections of these Specifications as required.

**3.03 DEMONSTRATION**

- A. Provide 4 hours of operational training and 8 hours of maintenance instruction. Seminars to be "hands on" held at Kauikeaouli Hale.

END OF SECTION