

**ADDENDUM NO. 1**  
**IFB-21-HHL-017**  
**Furnish and Install Energy Conservation Measures to Building D,**  
**Kulana Oihi Multi-Service Center, Kaunakakai, Molokai**

Issued: May 24, 2021

The online pre-bid conference scheduled for Friday, May 21, 2021 at 10:00 am HST, began at 10:02 am via Microsoft Teams:

Attending were:

- Allen Yanos, Land Management Division, Department of Hawaiian Home Lands
- Cedric Duarte, Information and Community Relations Office, Department of Hawaiian Home Lands
- Kevin Au, NORESO, LLC
- Daniel Coombs, Pacific Electro-Mechanical Inc.
- David Eastman, E I Electrical Inc.

A copy of the PowerPoint presentation for the meeting is made a part of this addendum.

The following are the responses to questions DHHL received prior to and at the pre-bid conference:

**1. What is NORESO's role in this solicitation?**

*NORESOS is serving as DHHL's energy consultant and conducted the energy audit report based upon which the ECMs are being recommended for installation through this IFB. As such, NORESOS is prohibited from bidding on this project.*

**2. Are you seeking any other ECMs to be installed?**

*No, just the eight (8) ECMs being recommended and identified in the IFB.*

**3. Should the bidder submit their own bid sheets? Or just the OF-1 through OF-5?**

*No, submit just the OF-1 through OF-5 pages and any additional sheets if more space is needed to provide the requested information.*

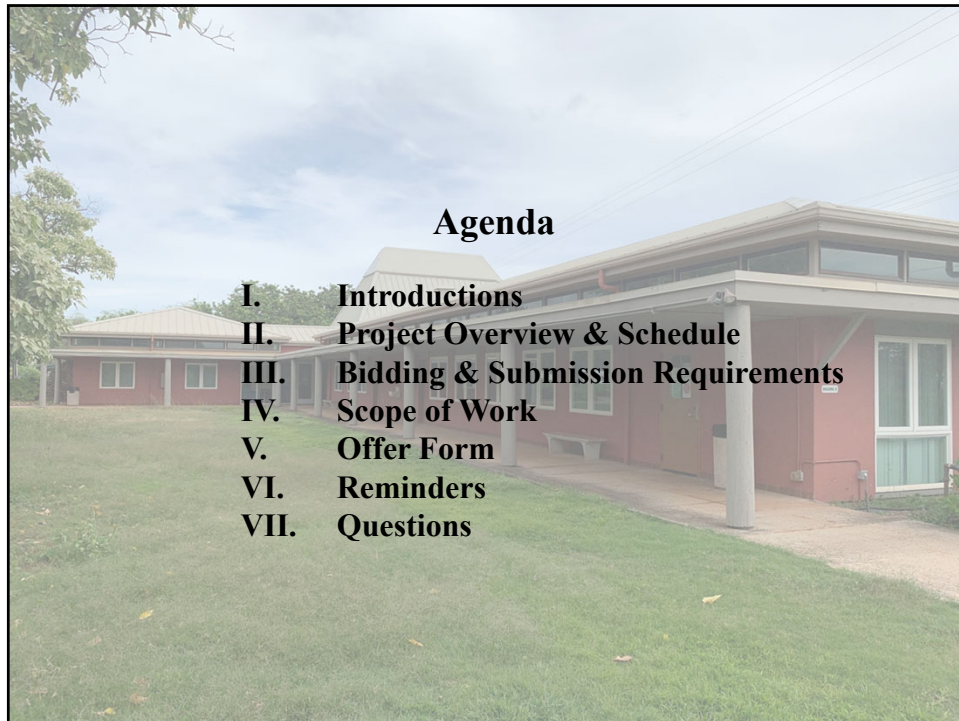
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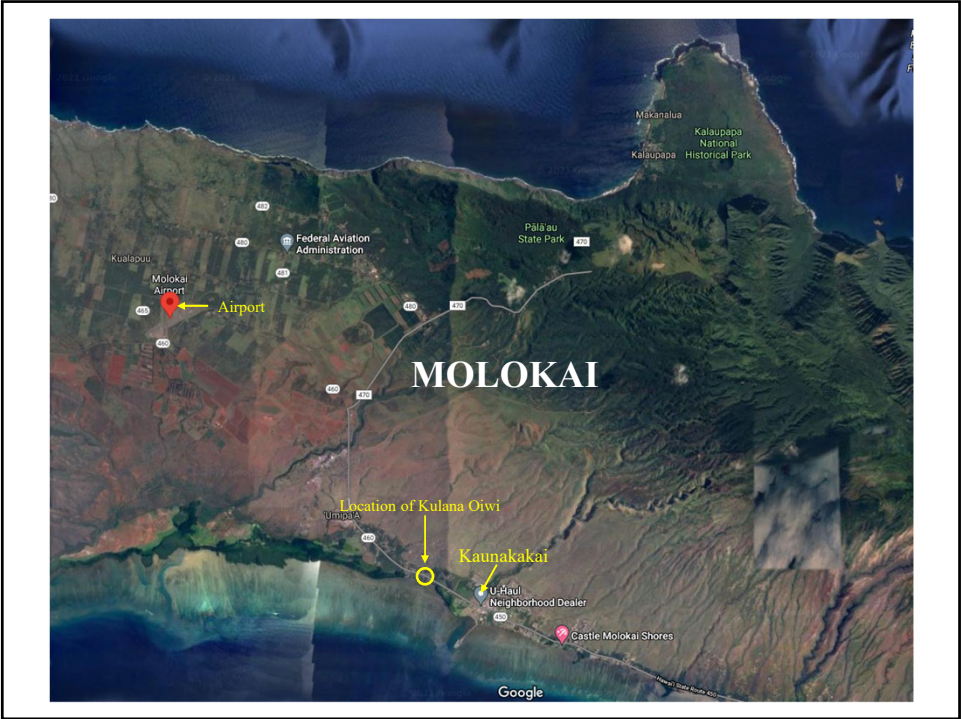
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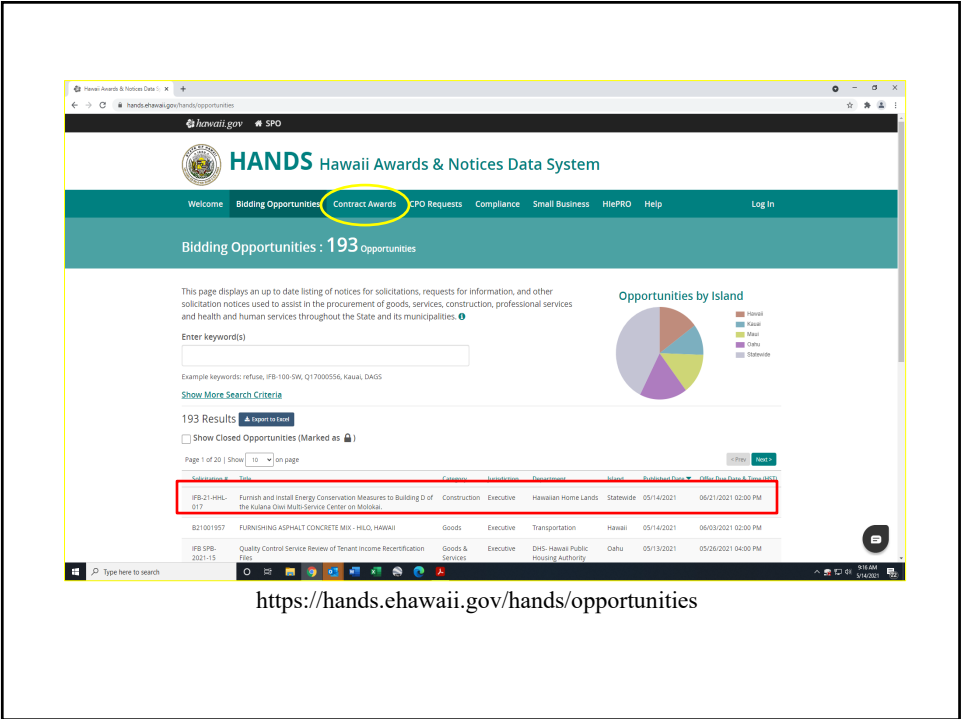
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### **BID DOCUMENTS FOR IFB-21-HHL-017**

- Invitation for Bids (Offer Form, Specifications and Special Conditions)
- Exhibit A (Energy Conservation Measures to be Furnished and Installed)
- Exhibit B (Sample Notice of Intent to Bid)
- Exhibit C (Sample Bid Security)
- Exhibits D & E (Samples of Performance and Payment Bonds)
- Exhibit F (Requirements of Chapter 104, HRS)
- Site Photographs and Building Layout
- General Conditions AG-008

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### **PROJECT OVERVIEW AND SCHEDULE**

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### Building D

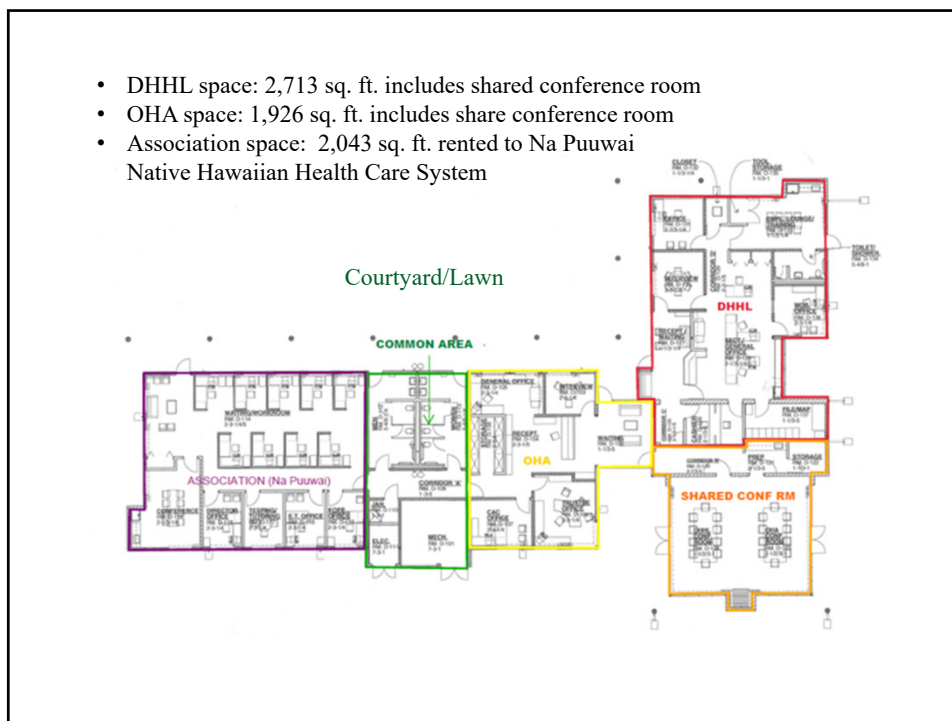
- Constructed in 1998; Total Area approx. 7,705 sq. ft.
- Shared ownership by Department of Hawaiian Home Lands (DHHL), Office of Hawaiian Affairs (OHA), and Association of Owners of Kulana 'Oihi (Association)
- Association space rented out to Na Puuwai for adult day care program
- Owners share costs of electricity on pro-rata basis based on floor area they occupy out of 6,683 sq. ft
- Common Area in building serves entire complex
- DHHL managing this procurement under a May 2020 Memorandum of Agreement with OHA and Association

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### Building D continued

- Project to furnish and install energy conservation measures (ECMs) is part of multi-step process to reduce Owners' energy costs
- Remainder of multi-step process includes replacing existing central A/C unit and, possibly, rooftop solar
- ECMs to be furnished and installed based on ASHRAE Level 2 energy audit report in June 2020 by DHHL's energy consultant, NORESKO, LLC
- Contract period for six (6) months from date DHHL gives notice to proceed
- Extension of contract period for another three (3) months may be requested with 45 days advance notice

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## Site Visit

- To be by appointment only through Property Manager
- Available for two days only: Wednesday, May 26<sup>th</sup> or Thursday, May 27<sup>th</sup>
- Due to adult day care program, inspection of Na Puuwai's space to occur only between hours of 6:30 am and 7:30 am and 5:00 pm and 6:00 pm.
- OHA and DHHL's spaces can be inspected either before afternoon visit or after morning visit to Na Puuwai's space
- Make appointments for site inspection and travel arrangements as soon as possible due to limited flights to and from Molokai and for car rentals


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### Site Visit continued

- Site visit will require compliance with travel and gathering restrictions and social distancing measures imposed by County of Maui at that time
- No information provided by Property Manager or any staff of owners changes anything in IFB unless provided through addendum posted in HANDS

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### Procurement Schedule

Milestone	Date
Issuance of Invitation for Bids	Wednesday, May 12, 2021
Pre-Bid Conference	Friday, May 21, 2021, at 10:00 am via Microsoft Teams
Site Inspection 	By appointment only on Wednesday, May 26 or Thursday, May 27 <sup>th</sup> ; inspection times for Na Puuwai space restricted
Questions Due by Email or FAX	Wednesday, June 2, 2021, at 2:00 pm HST
Responses to Questions (issued through an addendum in HANDS)	Friday, June 4, 2021
Notice of Intent to Bid Due	Thursday, June 10, 2021, at 2:00 pm HST
Bid Deadline	Monday, June 21, 2021, at 2:00 pm HST

This schedule may be subject to change also via an addendum.

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## BIDDING AND SUBMISSION REQUIREMENTS

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### Bidder Requirements

- Meet three (3) bidder qualifications:
  - ✓ Have a local address
  - ✓ Have minimum three (3) years energy efficiency contracting experience
  - ✓ Have appropriate licenses and certifications
- Scope of work determined to be a construction activity
- If bid selected, contractor must provide, at contract execution:
  - ✓ Performance and payment bonds
  - ✓ Evidence of tax clearance; compliance with unemployment insurance, workers' compensation, TDI, health care, doing business in Hawaii; or alternatively, "Compliant" status in Hawaii Compliance Express

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### Bidding and Submission Requirements

- Submit a Notice of Intent to Bid by June 10, 2021 at 2:00 pm HST
- Submit Offer Form (Page OF-1 to OF-5) and any attachments for additional required information
- Offer Form Page OF-1 must have original signature
- Include Bid Security of at least 5% of Total Bid Price (Required only if Total Bid Price is \$50,000 or more)
- Place Offer Form and Bid Security in sealed envelope prominently marked "Sealed Bid for IFB-21-HHL-017"
- Place sealed envelope containing Offer Form and Bid Security inside another envelope addressed to Procurement Officer named in IFB

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### Bidding and Submission Requirements continued

- Mail or hand-deliver envelope by messenger or courier by submission deadline to DHHL's Kapolei office address
- No email or faxed submissions will be accepted
- Bids received after 2:00 pm HST submission deadline will not be considered
- Sealed bids will be opened publicly and read aloud in lanai fronting DHHL's Kapolei, Oahu headquarters building
- Name of bidder awarded the contract will be posted in HANDS after confirmation that it is a responsible bidder and has submitted responsive lowest Total Bid Price

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Energy Conservation Measures (ECMs) to be  
furnished and installed

- ECM #1 - Exit Lighting Upgrade
- ECM #2 - Weatherization
- ECM #3 - Interior Lighting Upgrade
- ECM #4 - Exterior Lighting Upgrade
- ECM #5 - Apply Window Film
- ECM #6 - Install Energy Star Appliances
- ECM #7 - Install Programmable Daylight Dimming Controls
- ECM #8 - Install Plug Load Management System

Implementation of above is expected to result in 19.2% savings  
in cost of electricity for Building D

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### Minimum Performance Requirements

- Bids to be based on minimum performance requirements specified for each ECMs
- Material and equipment must be equal or better than what is specified

### Warranty

- Warranty equipment and labor for minimum of one (1) year following final payment
- Exception would be where minimum warranty period specified for a particular ECM

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### Other Services

- Provide breakdown on costs as specified in Offer Form, including any additional cost for scheduling work after-hours due to Na Puuwai's adult day care program
- Obtain any and all permits necessary to accomplish Scope of Work
- Perform installation work on a schedule mutually-acceptable to contractor and owners, and coordinated through Property Manager

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### ECM #1 – Exit Lighting Upgrade

- ☐ Replace existing fluorescent Exit signs with LED Exit Signs
- ☐ Does not include replacement of non-illuminated Exit Signs



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### ECM #2 – Weatherization

- ☐ Install new door sweeps
- ☐ Replace worn gaskets between doors and frames



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### ECM #3 – Interior Lighting Upgrade

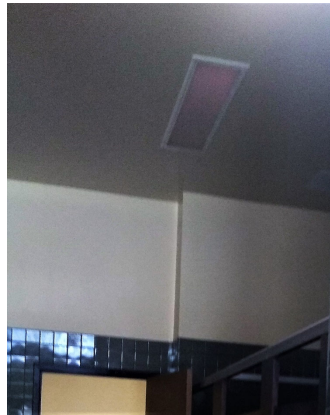
- ❑ Replace interior linear and compact fluorescent lighting with LED lighting using new LED lamps and remote drivers



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### ECM #3 – Interior Lighting Upgrade

- ❑ Replace interior linear and compact fluorescent lighting with LED lighting using new LED lamps and remote drivers



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#### ECM #4 – Exterior Lighting Upgrade

- ☐ Replace exterior fluorescent PL lighting with LED lamp and remote driver
- ☐ Replace screw-in CFL with Screw-In LED lamp



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#### ECM #5 – Apply Window Film

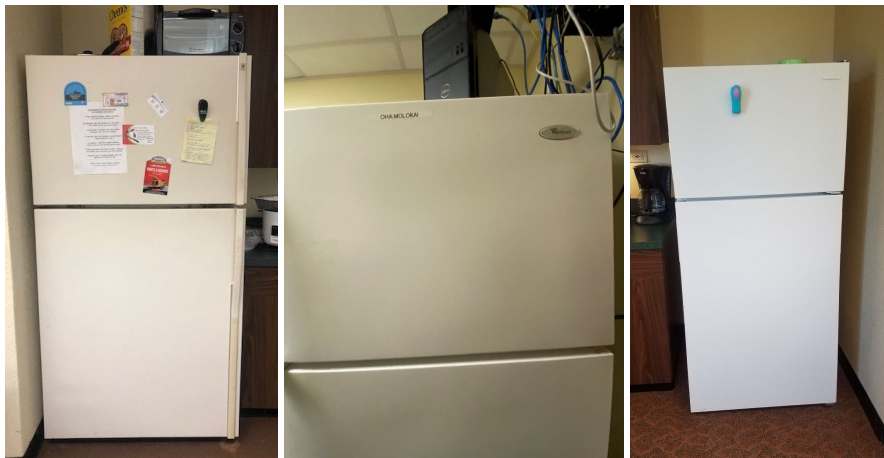
- ☐ Apply window film to South-, East- and West-facing glass around the building
- ☐ Includes clerestory windows



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ECM #6 – Install Energy Star Appliances

- ❑ Replace Refrigerator/Freezers with Energy Star Appliances
  - DHHL = 24.7 cu.ft. ■ OHA = 17.6 cu.ft. ■ Association = 14.0 cu.ft.



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ECM #7 – Install Programmable Daylight Dimming Controls

- ❑ Install sensors and daylight dimming control modules for perimeter areas
- ❑ Offices, Conference rooms, Areas with Clerestory Windows



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## ECM #8 – Install Plug Load Management System

- ❑ Replace existing outlets with smart outlets that are monitored and scheduled when unoccupied or unused



■ Copiers ■ Printers ■ TVs ■ Projectors ■ Kitchenette equipment ■ Fans

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OFFER FORM

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OFFER FORM – Page OF-1

FURNISH AND INSTALL ENERGY CONSERVATION MEASURES  
TO BUILDING D, KULANA OIWI MULTI-SERVICE CENTER,  
KAUNAKAKAI, ISLAND OF MOLOKAI, HAWAII  
IFB-21-HHL-017

Procurement Officer  
Department of Hawaiian Home Lands  
State of Hawaii  
91-5420 Kapolei Parkway  
Kapolei, Hawaii 96707

Dear Sir:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Conditions of IFB No. 21-HHL-017, and the General Conditions, Form AG-008 103D (as revised) included by reference and made a part hereof and available upon request, and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof.

The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts; 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion, and 3) the items to be furnished and installed will meet or exceed the minimum performance requirements established for each energy conservation measure described in the Exhibit A of the IFB.

Offeror is:  
☐ Sole Proprietor ☐ Partnership ☐ \*Corporation ☐ Joint Venture  
Other \_\_\_\_\_ \*State of incorporation: \_\_\_\_\_

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

Payment address (other than street address below): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

Business address (street address): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

Respectfully submitted:

Date: \_\_\_\_\_ (X) \_\_\_\_\_  
Authorized (Original) Signature

Telephone No.: \_\_\_\_\_ Name and Title (Please Type or Print)

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

E-mail Address: \_\_\_\_\_ \*\*  
Exact Legal Name of Company (Offeror)

\*If Offeror is a "d/b/a" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed.

OFFER FORM OF-1 IFB-21-HHL-017

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OFFER FORM – Pages OF-2 and OF-3

Offeror has confirmed the number of items, sizes, and other requirements to accomplish the Scope of Work and hereby submits the following bid:

I. ECM#1. Exit Lighting Upgrade  
Picture Qty Price Subtotal  
each X \$ \$ Total for I. \$

II. ECM#2. Weatherization  
Quantity Price Subtotal  
A. DHHL L.F. X \$ \$  
B. OHA L.F. X \$ \$  
C. ASSOCIATION L.F. X \$ \$  
D. SHARED CONFERENCE ROOM L.F. X \$ \$  
E. COMMON AREA L.F. X \$ \$  
Total for II. \$

III. ECM#3. Interior Lighting Upgrade  
Picture Qty Price Subtotal  
each X \$ \$ Total for III. \$

IV. ECM#4. Exterior Lighting Upgrade  
Picture Qty Price Subtotal  
each X \$ \$ Total for IV. \$

V. ECM#5. Apply Window Film  
Quantity Price Subtotal  
A. DHHL S.F. X \$ \$  
B. OHA S.F. X \$ \$  
C. ASSOCIATION S.F. X \$ \$  
D. SHARED CONFERENCE ROOM S.F. X \$ \$  
E. COMMON AREA S.F. X \$ \$  
Total for V. \$

VI. ECM#6. Install Energy Star Appliances  
Quantity Price Subtotal  
A. DHHL Refrigerators each X \$ \$

B. OHA Refrigerators each X \$ \$

C. ASSOCIATION Refrigerators each X \$ \$  
Total for VI. \$

VII. ECM#7. Install Programmable Daylight Dimming Controls  
Quantity Price Subtotal  
L.S. X \$ \$ Total for VII. \$

VIII. ECM#8. Install A Plug Load Management System  
Quantity Price Subtotal  
L.S. X \$ \$ Total for VIII. \$

IX. Additional Cost Attributable to Association Space for After-Hours Installation  
Lump Sum Total for IX. \$

Key to Abbreviations : L.F. = Linear Feet S.F. = Square Feet L.S. = Lump Sum

The Total Bid Price shown below shall include all materials, labor, tools, equipment, machinery, shipping and delivery costs, and all incidentals necessary, including bonds and general excise tax, to perform and complete the scope of work and specifications contained in this IFB.

TOTAL BID PRICE (SUM OF TOTAL \$ FOR I THROUGH IX):  
\_\_\_\_\_ AND \_\_\_\_\_/100 DOLLARS  
(\$ \_\_\_\_\_)

Offeror \_\_\_\_\_  
Name of Company

OFFER FORM OF-2 IFB-21-HHL-017

OFFER FORM OF-3 IFB-21-HHL-017

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OFFER FORM – Pages OF-4 and OF-5

Offeror shall also provide the following information:

1. Estimated project start date and time for completion

2. Insurance coverage is carried by:

Commercial General Liability: \_\_\_\_\_

Hawaii No-Fault Automobile Insurance: \_\_\_\_\_

Fire, Theft, Vandalism and/or any other physical damage for a value of \$ \_\_\_\_\_ coverage for the State's property:

Insurance Co.: \_\_\_\_\_

Address: \_\_\_\_\_

General Agent's Name: \_\_\_\_\_

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

3. A bid security is required to accompany this completed Offer Form as described in the Special Conditions, Section 2.12.1.

4. Number of years of energy efficiency contracting experience: (Minimum three (3) years required.)

5. Offeror shall list its appropriate licenses and certification for the work to be performed, below along with the corresponding license, certificate numbers, and expiration dates.

License Type/Description	License/Certification No.	Expiration Date

(Attach additional sheets, if necessary)

6. For all joint Contractors or Subcontractors to be engaged in this project, the Offeror certifies that the following is a complete listing of all joint Contractors or Subcontractors covered under Chapter 444, HRS, who will be engaged by the Offeror on this project to perform the nature and scope of work indicated pursuant to Section 150D-302, HRS, and understands that failure to comply with this requirement shall be just cause for rejection of the bid. The Offeror further understands that only those joint Contractors or Subcontractors listed shall be allowed to perform work on this project and that all other work necessary shall be performed by the Offeror with his own employees. If no joint Contractor or Subcontractor is listed, it shall be construed that all of the work shall be performed by the Offeror with his own employees. The Offerors must be sure that they possess and that the Subcontractors listed in the bid possess all the necessary licenses needed to perform the work for this project. The Offeror shall be solely responsible for assuring that all the specialty licenses required to perform the work are covered in his bid. The Offeror shall include the license number of the joint Contractors or Subcontractors listed below. Failure to provide the correct names and license numbers as registered with the Contractor's Licensing Board may cause rejection of the bid submitted.

Complete name of Joint Contractor or Subcontractor	License No.	Hawaii Tax ID No.	Nature and Scope of Work to be Performed

(Attach additional sheets, if necessary)

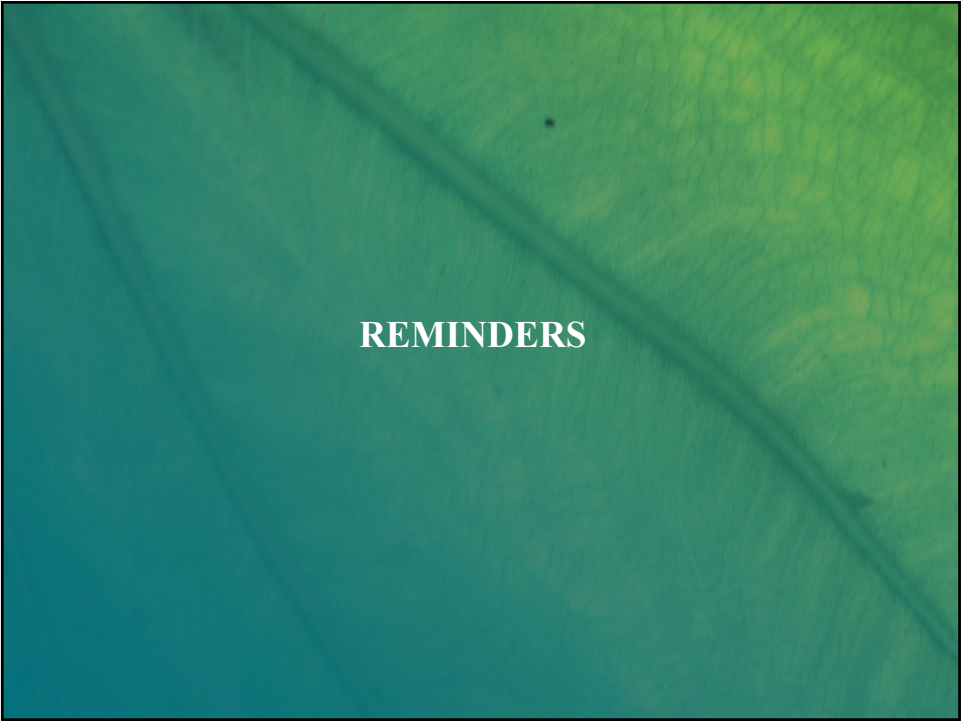
7. Offeror shall list below business firms and/or government agencies in the State of Hawaii or whom bidder has performed services or is currently providing services comparable to the service specified herein:

Firm/Agency	Contact Person	Telephone
a. _____		
b. _____		
c. _____		

Offeror \_\_\_\_\_  
(Name of Company)

OFFER FORM      OF-4      IFB-21-HHL-017

OFFER FORM      OF-5      IFB-21-HHL-017



### Reminders

- Addendum containing written responses to questions received at today's meeting will be published sometime next week along with copy of PowerPoint presentation
- Be sure to sign in using Chat icon: provide your name, company, phone number, and email address
- Otherwise, email or FAX your contact info
- Signing in will allow DHHL to send notice of any addendum that will be posted in HANDS
- Bid documents and addenda can also be found on DHHL's Procurement webpage at <https://dhhl.hawaii.gov/procurement/>

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### Reminders continued

- Email or FAX any other questions that may arise, including those from site inspection, between now and June 2, 2021, at 2:00 pm HST.
- Responses to those questions will be published in another addendum posted in HANDS and DHHL's procurement webpage by June 4, 2021
- If you intend to bid, you must submit Notice of Intent to Bid by Thursday, June 10, 2021, at 2:00 pm HST
- Read IFB documents carefully as today's focus was more on bidding and scope of work
- Sealed bids must be received at DHHL's Kapolei headquarters by 2:00 pm HST on Monday, June 21, 2021

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## QUESTIONS?

Send to:

Allen G. Yanos, Land Management Division  
Department of Hawaiian Home Lands  
Email: [allen.g.yanos@hawaii.gov](mailto:allen.g.yanos@hawaii.gov) or  
By FAX (808) 620-9479

Include in subject heading: IFB-21-HHL-017

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**HAWAIIAN HOME LANDS**  
HAWAIIAN HOMES COMMISSION  
DEPARTMENT OF HAWAIIAN HOME LANDS



Hale Kalaniana'ole, DHHHL Headquarters  
Kapolei, Island of Oahu

**Mahalo for attending.  
Land Management Division**

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