RFP ADDENDUM NO. 4

REQUEST FOR PROPOSALS (RFP) TO PROVIDE JOB ORDER CONTRACTING CONSTRUCTION WORK FOR:

General Construction Projects Requiring a B License on the Island of Oahu

For the Hawaii State Department of Education (DOE)

RFP No. D26-0002

OAHU, HAWAII

November 2, 2026

This Addendum modifies the original Solicitation Documents for the Request for Proposals (RFP) issued on September 23, 2026 and any previously issued addenda. The items in this Addendum shall govern the work, taking precedence over previously issued specifications and drawings governing the items mentioned.

A. Changes to Sections in the RFP

1. Exhibit B, "Job Order Contracting (JOC) Special Conditions," Section 11, "Job Order Contracting Software,"

   a) Subsection 11.1.1. is hereby revised to read as follows (note: no change to the SAAS link, but is included for convenience):

   "The Contractor shall be required to execute Gordian's SaaS Terms of Use Link to SaaS Terms of Use."

   b) Subsection 11.1.2. is hereby deleted.
   c) Subsection 11.1.3. is hereby deleted.

2. Basis of Experience Modification Rating (EMR) historical years

   a) Exhibit G Checklist, box 6, second sentence is hereby revised to read as follows with the changes in bold font:

"Provide a letter on your insurance carrier's letterhead stating your firm's EMR for the **2025, 2024, and 2023** calendar years. (See #6 on Proposal Form 5.)"

See also attached Revised Exhibit G Checklist.

b) Proposal Form 5, Item 6, first sentence is hereby revised to read as follows with the changes in bold font:

"Provide a letter on your insurance carrier's letterhead stating your firm's Experience Modification Rating (EMR) for the **2025, 2024, and 2023** calendar years."

See also attached Revised Proposal Form 5.

3. Offeror Certification, Proposal Form 2, Regarding Price

a) Section IV, "Proposal Content, Criteria, and Evaluation," Section 4.2, "Qualifying Requirements (Pass/No Pass)," Subsection 4.2.2 "Offeror Certification, Proposal Form 2" item "h" is hereby revised to read as follows with the changes in bold font:

"The price shall remain in effect for **sixty (60)** calendar days following the date the Proposals are due."

b) Accordingly, Proposal Form 2 "Offeror Certification" item 10 is hereby revised to read as follows with the changes in bold font:

"The Offeror certifies that the price shall remain in effect for **sixty (60)** calendar days following the date the Proposals are due."

See also attached Revised Proposal Form 2.

B. Answers to Written Questions

Below are the answers to written questions regarding the RFP. The question is first stated (Q1 etc.), followed by the Department of Education's response (A1 etc.).

Q1: "Proposal Form 5, item 6 asks for EMR rating for 2024,2023,2022. Is it acceptable to submit years 2026, 2025,2024 instead?"

A1: Please see Addendum No. 4, Part A, item number 2.
The years for the EMRs are hereby amended as 2025, 2024, and 2023.

Q2: "Section IV, Para 4.2.3 of RFP asks for Company financial statements. Please confirm that an audited Company Balance sheet is sufficient."

A2: Submitting an audited company balance sheet alone would be insufficient.

Below are what financial statements are comprised of and should be submitted:

According to the American Institute of Certified Public Accountants, financial statements, audited, compiled or reviewed by an independent auditor or accountant as applicable, consist of the following:

- Balance Sheet,
- Income Statement,
- Statement of Cash Flows,
- Statement of Changes in Equity

- Notes to the Financial Statements (Disclosures)
- Independent Auditor's or Accountant's Report

Alternatively, section 4.2.3. subpart "a," second sentence also states "If this data is unavailable, copies of filed tax returns shall be provided."
At a minimum, filed United States Federal tax returns shall be submitted if this alternative is chosen by the Offeror.

Q3: "Section IV, Para 4.2.3 of RFP has statement that Offeror may request in writing that the financial information be kept confidential. Is this a separate letter with proposal or can we just put a confidential footnote on items in proposal that Offeror wants to keep confidential?"

A3: You may add the word "Confidential" on items in your proposal that are to be kept confidential, if so designated, provided that it meets the standards in Hawaii Revised Statutes (HRS) Chapter 92F, Uniform Information Practices Act (UIPA).

Q4: "Section II, Paragraph 2.2.3 Confidentiality of Material states "the offeror shall submit the material designated as confidential in such a manner that the material is readily separable from the offer in order to facilitate inspection of the non-confidential portion of the offer." Please confirm confidential and proprietary information can be submitted in a sealed and labeled manila envelope, separate from the rest of the proposal."

A4: Confidential and proprietary information may be submitted in a separately labeled manila envelope, apart from the rest of the proposal if so designated, provided that it meets the standards in Hawaii Revised Statutes (HRS) Chapter 92F, Uniform Information Practices Act (UIPA).

Q5: "Exhibit B Paragraph 11 Job Order Contracting Software, indicates the contractor is required to pay a JOC system License Fee for all Job Orders. What is the amount of the License fee? How is it calculated?"

A5: Please see Addendum No. 4, Part A, Item number 1 for details.

Section 11.1.1. is hereby amended by removing the license fee requirement. In addition, both Section 11.1.2. and Section 11.1.3 have been deleted.

Q6: "Exhibit B, Paragraph 3.3.2 indicates contractor shall use Pre-priced labor from the CTC for Non-Pre-priced material to the extent possible. If taken from the CTC, will labor for non-pre-priced items be multiplied by the Pre-Priced adjustment factor or the Non-pre-priced adjustment factor."

A6: If taken from the CTC, the Pre-priced factor shall be used.

Q7: "Please clarify which Bid Security/Surety Bid Bond form shall be used in response to the RFP. The "(SURETY [BID][PROPOSAL] BOND)" form in the Appendix of the IGC 1998 Edition is different from the Form Number "Bond Exhibit A" Subject Surety Bond Updated 11/17/1998 on the State Procurement Office website for State forms (Forms – State Procurement Office). Please see *attached copies of both forms."

(*DOE note: not attached in this Addendum; instead see link below.)

A7: The two forms cited are essentially the same.

For convenience, below is a link to the State Procurement Office (SPO) Surety Bond Exhibit A form.
Here is the link:

Bond Exhibit A, Surety Bond

Q8: "During our review of the RFP, we noted a discrepancy regarding the applicable proposal validity period. Page 23,Section 2.10.2, Conditions for Award, Item B, states that the 'DOE Procurement Officer may hold all offers up to sixty(60) calendar days from the date Proposals were opened.' However, Page 37, Section 4.2.2, Offeror Certification, Proposal Form 2, Item H, states that 'The price shall remain in effect for ninety (90) calendar days following the date the Proposals are due.' Please clarify whether submitted proposal pricing must remain valid for 60 or 90 calendar days following the date that Proposals are due."

A8: Please see Addendum No. 4, Part A, item number 3 for details.

Submitted proposal form will be valid for 60 calendar days from the date proposals were opened.

Q9: "Will any of the JOC projects be "Design Build"?"

A9: None of the JOC projects will be "Design Build."

Q10: "Will the contractor be graded on performance per project?"

A10: The contractor will not be directly graded on performance per project.

Q11: "Will contractors past performance with DOE JOC be considered in this RFP evaluation?"

A11: Please see Section VI, Proposal Forms 6a through 6c, "Comparable Construction Experience for Projects $100,000 and Above."

Experience submitted by the Offeror via the forms noted above will be used in evaluating an Offeror's proposal.

At their option, an Offeror may choose to include a past Department of Education Job Order Contracting (DOE JOC) project(s) on any of the forms 6a thru 6c.

Q12: "Do purchase orders go directly to the contractor in this program instead of directly to Gordian then to the contractor via Gordian?"

A12: Both Gordian and the contractor will receive a copy of the purchase order for each project.

Q13: "Are we able to allocate one email for purchase orders?"

A13: Yes, a contractor may designate a specific email for purchase order processing.

Q14: "If a project is stuck at the DPP for permitting purposes (per SB2066 more than 90% were over 180 days.) are liquidated damages waived & contract time adjusted?"

A14: Yes.

Q15: "For the 1 payment for all Job Orders that are less than 45 days to build. Will closeout documents be required to be fully completed to be able bill to 100% in one billing?

Corollary: Or is it driven by work rendered to 100%?

Corollary: Because it says only one payment are you allowed to do a 100% less retainage based on work progress vs documentation progress?

Corollary: Or should it read 45 days or less 'and' a Job Order Price of twenty-five thousand?"

A15: A 100% payment by the DOE requires that the Offeror process all required closeout documents.

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EXHIBIT G

CHECKLIST

Offerors may use this checklist provided to ensure all necessary documents and proposal forms are compiled as part of their Proposal. This form shall be used as a reference to provide offerors with a checklist of documents that are required to be submitted to the DOE in response to this RFP. The Offeror is not required to submit this checklist to the DOE with their proposal. The DOE reserves the right to consider as acceptable only those Proposals submitted in compliance with all the requirements set forth in this RFP. *See* Section 2.4.

☐ **Offer Guaranty/Bid Security/Surety Bid Bond.** An offer guaranty in the amount of twenty-five thousand dollars ($25,000) is required for this Request for Proposal. (*See* Section 2.2.2.a.)

☐ **Financial Statements.** Offeror shall attach the financial statements for the company, preferably audited, for the previous three (3) years. If this data is unavailable, copies of filed tax returns shall be provided. (*See* Section 4.2.3.)

☐ **Compliance Documents.** (*See* Section 2.2.4.)

☐ **Insurance Requirements.** (*See* Section 2.2.5.)

☐ **Proposal Forms 1 through 10.** (*See* Section 4.1.2.)

☐ **Experience Modification Rating (EMR) letter on insurance carrier's letterhead.** Provide a letter on your insurance carrier's letterhead stating your firm's EMR for the 2025, 2024, and 2023 calendar years. (*See* #6 on Proposal Form 5.)

☐ **Additional Descriptions and/or Pictures of Projects.** (*See* #14 on Proposal Forms 6a, b, c.)

☐ **Resumes for Key Personnel.** (*See* #7 on Proposal Forms 7, 8, 9.)

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PROPOSAL FORM 2 (PLEASE TYPE YOUR RESPONSE)
OFFEROR CERTIFICATION

Please answer numbers 1 and 2 using the space provided, and sign at the bottom of the page.

1. Offeror's (Contractor's) Name: _____

2. Offeror's Point of Contact: _____
   Name Phone Email

3. RFP #: D26-0002 JOC Construction Work for General B licensed Construction Projects on the Island of Oahu

4. The Offeror, and its subcontractors, if any, are corporations or other legal entities, and have complied with all appropriate registration requirements, if any, of the Business Registration Division.

5. The Offeror and its subcontractors, if any, are or will be registered to do business in Hawaii and shall obtain State General Excise Tax Licenses by the start of the work.

6. The Offeror's Proposal and the prices listed in the Proposal are firm and shall remain so throughout the Job Order Contract period.

7. The Offeror certifies that the prices and cost data were arrived at independently, without consultation, communication, or agreement with any other Offeror or competitor.

8. The Offeror certifies that unless otherwise required by law, the prices and cost data that were submitted have not been knowingly disclosed by the Offeror, directly or indirectly, to any other Offeror or competitor prior to the Award of the Job Order Contract.

9. The Offeror certifies that no attempt was made or shall be made by any Offeror to induce any other person or firm to submit or not to submit a price for the purpose of restricting competition.

10. The Offeror certifies that the price shall remain in effect for sixty (60) calendar days following the date the Proposals are due.

By signing this Certification, I, as a duly authorized representative of the Offeror and possessing the authority to bind the Offeror to the terms of this solicitation, hereby certify the information above is true and correct. Any falsification of the statements contained herein shall be grounds for rejection of the proposal, cancellation of an award, or termination of a contract.

Signature: _____

Print Name: _____

Title: _____

Date: _____

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REVISED PROPOSAL FORM 5 (Page 1 of 2)

(PLEASE TYPE YOUR RESPONSE)

COMPANY PROFILE

Please answer each question using the space provided. Please use a separate paper if more space is required, labeled with the proposal form number, and clearly identifying your response to each specific question by including the number and question as a heading. **Failing to do so may be grounds for a deduction in points.**

Contractor Name: _____

This section shall include the background of the company, and its size, and resources relevant to the Job Order Contract. Please provide the following:

1. Number of years in the business and description of the services provided:

_____
_____
_____
_____

2. Number of years performing services specified in this RFP: _____

3. Firm's bonding capacity: _____

4. Description of your safety program and its results:

_____
_____
_____
_____
_____

5. Description of Quality Control practices: Define your quality control program and demonstrate its results:

_____
_____
_____
_____
_____

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6. Provide a letter on your insurance carrier's letterhead stating your firm's Experience Modification Rating (EMR) for the 2025, 2024, and 2023 calendar years. If your firm's EMR is above a 1.0 for any calendar, provide an explanation here:

_____
_____
_____
_____

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END OF ADDENDUM NO. 4