

EXHIBIT E
 Mandatory Questions

Company Name & Address: Contact Name & Information:	
QUESTION	COMMENTS
3.7.3 A. Background, Qualifications and Experience	
Provide a brief description of Company's qualifications to perform the Scope of Services requirements.	
Does your company have previous experience working with re-heat systems in the past 3 years? If yes, provide details of applicable projects.	
Does your company have experience with the following healthcare procedures and/or policies:	
- Infection Control	
- Fire Safety	
Does your company have any letters of recommendations that can be submitted as a part of this RFP? If yes, please include.	
How long has your company been in business?	
Have you ever operated under another business name? If yes, please list the name(s) and date(s).	
What state is your company incorporated in?	
How many employees does your company employ? (Direct employees only.)	
What is the shortest timeframe an employee has worked with you and what is the longest?	
In what types of projects do you specialize?	
What sets you or your company apart from your competitors?	

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	What does your company offer its employees by way of job education?	
	What is the longest amount of down-time your company experienced between jobs and why?	
	Have you, individually or as a part of your company, ever failed to complete any construction project? If yes, explain why.	
	Identification of litigation currently impacting the Company, if any. State "NONE", if none.	
	Identification of any fines or violations received in the past 3 years relative to safety and environmental issues. State "NONE", if none.	
	State your Experience Modification Rate (EMR). This can be obtained from your insurance company.	
	Have you had any legal action brought against you as the result of work you have performed? If yes, why, and what was the outcome?	
	Have you or any of your company's ever declared bankruptcy?	
	How will you identify with which sub-contractors to work on this Project?	
	Describe your Company's warranty program.	
	Describe your project close-out process.	
	Is your company bondable for 100% of the project cost for both performance and payment?	Yes or No
B. Project Management		

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How much lead-time does your company need to begin dedicating resources to this project once the contract is signed?		
Will there be a supervisor or lead carpenter on site or will the project be managed from a different location?		
- Supervisor must be knowledgeable in all aspects of managing a construction site. Site Supervisor must be able to communicate from the site via electronic means.		
Conflicts between Company and KCH may occur from time to time during this project; how do you anticipate mitigating disagreements as well as resolving them?		
Do you have a project management plan to ensure cost-effective, efficient and timely performance of all project tasks? If yes, please describe. If not,		
How do you track and manage questions, resolutions, decisions, directions and other information matters throughout your projects?		
If your company does not have a West Hawaii office, will you be willing to discuss partnering with a locally based contractor?		
How many projects will your company have occurring at the same time as this project?		
- If multiple projects, how will your company successfully manage all projects at the same time?		

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	How many outstanding bids does your company have at this time?	
	In order to execute the project by the agreed upon completion date, what will you require of HHSC? What do you see as HHSC's responsibilities?	
	Submit a detailed yet approximate project timeline. A separate sheet behind the mandatory questions may be used if necessary.	
	What steps will your company take to execute the project in a cost-effective, efficient and timely manner?	
	How familiar are you with special requirements for Hospital construction? State the concerns applicable to this project and how OFFEROR proposes to minimize risk associated with the concerns.	
	What potential project risks or issues are anticipated and how will they be addressed in order to minimize risk?	
	KCH is currently implementing Procore project management software. It is unsure if the implementation will be complete in time for this project. Does your company use Procore currently? If yes, to what extent is Procore used?	
C. Financial		
	What is your company's legal structure?	
	What is your OH&P percentage for this project?	
	How is OH&P calculated?	

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	How do you calculate OH&P on additive and deductive change orders?	
	How do you ensure your subcontractors are providing fair pricing?	
	What is your Company's bonding capacity?	
	If it is determined some work must be performed on off-work or weekend, how will the upcharge be computed with this being a fixed fee agreement?	
	Do you bill monthly or according to milestones? Please explain in detail your billing method as well as deposit requirements, if any.	
D. References		
	Provide a brief description of three (3) past and/or present contracts demonstrating Company's qualifications, experience and performance with regard to performance of the Scope of Services requirements. Include customer name, contact name, email address and telephone number.	
	If KCH was to contact any of your subcontractors for a reference, what do you think they would tell us about your company and your projects?	
	Who are your top 3 material suppliers?	
	- Are your accounts in good standing? If not, why?	
	Why should KCH hire your company to perform the requirements of this project?	



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	Is there any additional information that might be valuable to KCH in determining which company to award the Surgical Services Storage HVAC project?	