



ADOBE SIGN USER OVERVIEW

September 2023

Effective September 2023, all contracts and contract amendment documents will be sent via email to Board of Water Supply (BWS) contractors, consultants, and vendors for review and electronic signature using Adobe Sign. The following is a short overview of how to complete the electronic process.

Please contact the BWS Procurement Office with any questions at (808) 748-5071.



THE FOLLOWING ARE GUIDELINES FOR ELECTRONIC SIGNATURES FOR BWS DOCUMENTS:

- If you have not done so already, please email the BWS Procurement Office at FN_Procurement@hbws.org and provide us with the email address that documents will be emailed to for electronic signature **and** the name, email address, and phone number of all authorized individuals who may be completing the electronic signing process on behalf of your company.
- The BWS Procurement Office will email the documents to a general email address such as “Info@”, **HOWEVER**, the document must then be delegated to the authorized individual who will electronically sign the document.
- The email address for the authorized individual that signs the document must be a personal email account that matches the individual’s signature (Example: The document is emailed to Info@contractor.com. The document is then delegated to Jdoe@contractor.com, and John Doe completes the electronic signing process).



ADOBE SIGN EMAIL

The document will be sent via email and will come from “Adobe sign on behalf of FN_Procurement”.

The email will include general instructions and a list of documents that will need to be uploaded and whether the documents are required or optional.

NOTE: Maximum attachment size is 10MB. If you attempt to upload a document that exceeds 10MB you will get an error and need to break the document into smaller attachments or reduce the size of the document. If you continue to have problems with uploading documents, please contact the BWS Procurement Office.

Signature requested on "CCO\$ C1234567_3 Aloha Line Booster"



Adobe Sign on behalf of FN Procurement <adobesign@adobesign.com>

To **John·Doe·Contractor·**



Powered by
**Adobe
Acrobat Sign**

FN Procurement requests your signature on
CCO\$ C1234567_3 Aloha Line Booster

Review and sign

Click “Review and Sign” to start.

Please review and complete CCO\$ C1234567_3 Aloha Line Booster. Please upload a copy of the required bonds to the electronic document and mail the original bonds to the BWS Procurement Office at the address stated on the cover transmittal. Please note that this is a mandatory upload, and the program will not allow you to complete the document without uploading an attachment. If you need assistance, please call the BWS Procurement Office at 808- 748-5071.

As you prepare to sign this agreement, please note that the document asks for the following documents to be attached:

- Copies of Bonds (Required)
- Additional Information (optional)
- Additional information (optional)

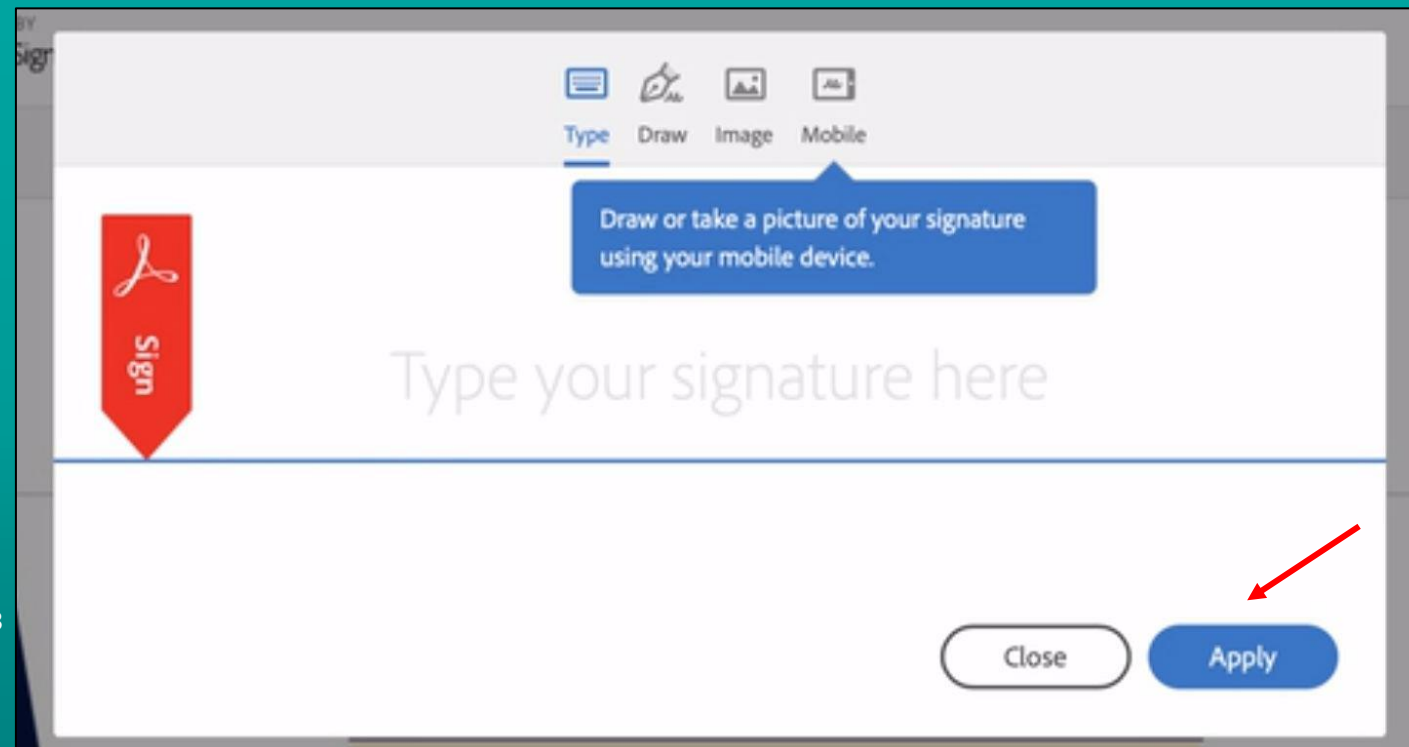
Don't forward this email: If you don't want to sign, you can **delegate** to someone else.



The first time you sign a document a dialog box will appear to enter the signature. This gives you options on how to create your signature. Once you have created your signature, your signature will automatically apply each time you sign documents.

- a. Type set font (default) – Adobe Sign will apply a script-like font to the name you enter
- b. Physically drawn – Using a mouse, stylus, or any other pointer device, physically draw your signature. Using your finger on a tablet provides an excellent result
- c. Image – If you have a stamp image of your signature, you can upload it
- d. Mobile - The Mobile option allows you to cast the signature panel from your desktop to a mobile device, permitting an easier device to physically draw your signature on.

Once you have finished creating your signature, click “Apply”.



Once you click the “Review and sign” link the document will open.

Board of Water Supply
City and County of Honolulu

Powered by
Adobe
Acrobat Sign

Options ▾

CCO\$ C1234567_3 Aloha Line Booster

Read agreement
Delegate signing to another
Decline to sign
Clear document data
View history
Download PDF
Legal Notices

Note: If the document was emailed to a general email address, the document **must** be delegated to an individual who is authorized to sign the document.

BOARD OF WATER SUPPLY
KA 'OIHANA WAI
CITY AND COUNTY OF HONOLULU
630 SOUTH BERETANIA STREET • HONOLULU, HAWAII 96843
Phone: (808) 748-5000 • www.boardofwatersupply.com

ERNEST Y. W. LAU, P.E.
MANAGER AND CHIEF ENGINEER
MANAKIA A ME KAHU WILIKI

ERWIN KAWATA
DEPUTY MANAGER
HOPE MANAKIA

USPS TRACKING# 9114 9022 0085 2254 7868 54

TRANSMITTAL MEMORANDUM

DATE: August 11, 2023

TO: Mr. Kimo Aloha, P.E., Project Manager
Aloha Contractor
888 Aloha Street, Suite 888

Start

View message from FN Procurement

Please review and complete CCO\$ C1234567_3 Aloha Line Booster. Please upload a copy of the required bonds to the electronic document and mail the original bonds to the BWS Procurement Office at the address stated on the cover transmittal. Please note that this is a mandatory upload, and the program will not allow you to complete the document without uploading an attachment. If you need assistance, please call the BWS Procurement Office at 808- 748-5071.

Click the dropdown menu to display the different actions that may be done.

If the document was emailed to an authorized individual who is ready to sign the document, they click “Start”



Options ▾

- Read agreement
- Delegate signing to another**
- Decline to sign
- Clear document data
- View history
- Download PDF
- Legal Notices

Delegate this document



To send this document to another individual for signature, enter their email address and a message below.

Email Address

Enter your message

Cancel

Delegate

To delegate the document, in the dropdown menu select “Delegate signing to another” and this window will open where you insert the email address of an individual who is authorized to sign the document on behalf of the company, insert a message if desired, then click “Delegate”.



CONTRACT CHANGE ORDERS, AMENDMENTS, AND MODIFICATIONS


Page 1 is the Transmittal Memorandum. For Construction Change Orders, the Transmittal will indicate if bonds are required to be submitted with the signed Change Order.

If bonds are required, please upload a copy of the bonds to complete the Adobe Sign process **and** mail the original bonds to the BWS Procurement Office at the address listed on the Transmittal Memorandum.

ADOBE SIGN USER OVERVIEW 9/2023

CITY AND COUNTY OF HONOLULU
630 SOUTH BERETANIA STREET • HONOLULU, HAWAII 96843
Phone: (808) 748-5020 • www.boardofwatersupply.com

ERNEST Y. VE LAU, P.E.
MANAGER AND CHIEF ENGINEER
MANUAKA NE KAPU/ MELI
ERWIN KANATA
DEPUTY MANAGER
HOPE MAHUKA



USPS TRACKING# 9114 9022 0085 2254 7868 54

TRANSMITTAL MEMORANDUM

DATE: August 11, 2023

TO: Mr. Kimo Aloha, P.E., Project Manager
Aloha Contractor
888 Aloha Street, Suite 888
Honolulu, Hawaii 96813

FROM: Board of Water Supply
Procurement Office

RE: Pump Renewal and Replacement for Aloha Line Booster, Mahalo Booster,
Mahalo's Beach Booster I and Aloha Koa Booster I Contract No. C2200000

Enclosed is Contract Change Order No. 2 for the subject project. Please provide your authorized signature and date in Box #8 at the bottom of the page under "Name of Contractor" and return the original to the following address:

Board of Water Supply
Attn: Procurement Office, Room 201
630 South Beretania Street
Honolulu, Hawaii 96843

If checked, the following must accompany the signed document:

Proof of additional performance and payment bonding, equal to 100% of the total revised Contract amount of \$1,005,000.00, must be submitted along with the signed Change Order form.¹

Effective July 1, 2022, the Contractor Acknowledgement Form, and documentation evidencing the signer's authority to sign are no longer required.

An executed copy of the document will be forwarded to you after it has been approved and signed. If you have any questions, please contact the Procurement Office at 808-748-5071.

Enclosure

¹ Section 3.3(f) of the General Terms and Conditions of Construction Contracts provides, "Modification of Bonds. For any single modification to the Contract in the amount of \$50,000 or more, or modifications involving lesser amounts that exceed \$50,000 in the aggregate, the Contractor shall certify to the BWS that all applicable bonds have been amended to reflect this modification to the Contract."



CONTRACT CHANGE ORDERS, AMENDMENTS, AND MODIFICATIONS

BOARD OF WATER SUPPLY

666 Bishop Street, Suite 666, Honolulu, HI 96813

Simple change orders to transition to a digital signature process

4. DESCRIPTION OF CONTRACT CHANGE ORDER:
Contractor to furnish labor, materials and equipment necessary to incorporate the following changes in place and complete and in compliance with contract documents and pursuant to Section 3.3 of the General Terms and Conditions of Construction Contracts for the Board of Water Supply, City and County of Honolulu:
This section will describe the change to the contract

5. CONTRACTOR'S QUOTATION:
The change described in #4 above shall be at:
Contract Price of: \$ 5,000.00 Contract Time of: 0 Calendar Days

6. STATEMENT OF CONTRACT FUNDS

Original Contract Price:	\$ 1,000,000.00
Previous Adjusted Contract Price:	\$ 1,000,000.00
This Amendment:	\$ 5,000.00
New Adjusted Contract Price:	\$ 1,005,000.00

7. CONTRACT TIME

Notice to Proceed Date:	January 1, 2022
Original Contract Time (Calendar Days):	770

Adjusted Contract Completion Date: December 21, 2022

Click "Start" to begin the signing process



Secure and all of which, when taken together, will be deemed to constitute one and the same agreement. The facsimile, email or other electronically delivered signatures of the parties shall be deemed to constitute original signatures, and facsimile or electronic copies hereof shall be deemed to constitute duplicate originals.

I. NAME OF CONTRACTOR
Alpha Contractor

By: [* Click here to sign](#)
(authorized signature) Date

Print Name: Kathryn-Jean Hoffman
Title: [* Enter your job title](#)

By signing this form I certify that I am authorized to sign this document on behalf of the company and to otherwise obligate the company in respect to the matters contained herein.

II. APPROVED AS TO FORM & LEGALITY
By: _____ Date

III. BOARD OF WATER SUPPLY
By: Ernest Y.W. Lau, P. E. Date
Manager and Chief Engineer

The compensation (fee and/or cost) set forth in this Contract Change Order comprises the total compensation due the Contractor, all subcontractors, and all suppliers, for the Work or change defined in the Contract Change Order, including, but not limited to, all equitable compensation for all labor, material, equipment, incidentals, and all other costs, both direct and indirect, including impacts due to any delays and increased time of performance. By signing the Contract Change Order, the Contractor acknowledges that the Contract Change Order constitutes full and mutual accord and satisfaction for the Contract Change Order, and that the fee and/or cost under the Contract Change Order constitutes the total equitable adjustment owed the Contractor, all subcontractors, and all suppliers as a result of the changes set forth in the Contract Change Order. The Contractor, on behalf of itself, all subcontractors, and all suppliers, agree to waive all rights, without exception or reservation of any kind whatsoever, to the any further claim related to this Contract Change Order. This document shall not be considered fully executed until the final authorized Board of Water Supply signature is executed.

WF-02F-COO_FUNDS (rev.1/2022) [* Click to Attach ...](#) [Click to Attach Other Atta...](#)
2 [Click to Attach Other Att...](#)

Page 2 is the Change Order with designated fields that need to be completed. The "Click to Attach" are where you upload the applicable documents to the electronic signing process. The red Asterisk indicates the mandatory sections that you must complete for the document to be fully signed.

NOTE: Maximum attachment size is 10MB



CONTRACTS

Page 1 is the Award Letter that will list the documents that must be uploaded to complete the electronic signing process.

If bonds are required, please upload a copy of the bonds to the Adobe Sign document **and** mail the original bonds to the BWS Procurement Office at the address listed on the Award Letter.


The Contractor's Acknowledgement form is no longer required for the Contract, **however**, the Acknowledgement form must still be completed and provided for the bond documents.

KA OHIANA WAI
CITY AND COUNTY OF HONOLULU
630 SOUTH BERETANIA STREET • HONOLULU, HAWAII 96843
Phone: (808) 748-5000 • www.boardofwatersupply.com

RICK BLANGIARDI
MAYOR
MEIA

ERNEST Y. W. LAU, P.E.
MANAGER AND CHIEF ENGINEER
MANAKIA A. ME KAHU WILIKI

ERWIN KAWATA
DEPUTY MANAGER
HOPE MANAKIA



NA'ALEHU ANTHONY, Chair
KAPUA SPROAT, Vice Chair
BRYAN P. ANDAYA
MAX J. SWORD
JONATHAN KANESHIRO
EDWIN H. SNIFFEN, Ex-Officio
GENE C. ALBANO, P.E., Ex-Officio

September 5, 2023

Mr. John Doe
President
Aloha Construction, LLC
1234 Aloha Lane
Honolulu, HI 96813

Dear Mr. Doe:

Subject: Job 24-00B Aloha Line Booster Pump Replacement

I am pleased to inform you that the Board of Water Supply (BWS) is awarding the above-stated Construction Contract to Aloha Construction, LLC, Inc. in the amount of \$17,005,695.00. Attached is the Contract and attachments for your review and execution. If it meets your approval, please have the authorized person upload copies of the following documents and complete the electronic signing process in Adobe Signing within ten (10) days of the date of this letter:

1. Proof of insurance such as a Certificate of Insurance that includes the Commercial General Liability Insurance, Workers' Compensation and Employer's Liability Insurance, Professional Liability Insurance, Builders' Risk Insurance, and Business Automobile Liability Insurance. Please note, pursuant to Article 7 of the General Terms and Conditions, The Board of Water Supply and The City and County of Honolulu must be named additional insureds on the Certificate of Insurance and shall include a waiver of subrogation in favor of BWS.
2. Evidence of authority of the Contractor's representative to sign the Contract and Bonds dated within the last six (6) months (e.g. a corporate resolution of the Board of Directors or Managers, Members, or Partners).
3. The required Bonds for \$17,005,695.00. Please upload copies of the bond documents and mail the original document to the Board of Water Supply Procurement Office, 630 South Beretania Street, Room 201, Honolulu, Hawaii, 96843.

Effective July 1, 2023, the Contractor Acknowledgement Form is no longer required for the contract, however, the Contractor Acknowledgement Form must still be included with the bond documents. Should you require clarification or if you have any questions, please contact the Procurement Office 748-5071. Thank you for expressing an interest in working with the BWS.

Very truly yours,



CONTRACTS

C1234567 JOB 24-00 ALOHA BOOSTER STATION

CONTRACT NO. C1234567

CONTRACT FOR CONSTRUCTION SERVICES

This Agreement for Construction Services is dated _____, 2023 by and between the BOARD OF WATER SUPPLY, CITY AND COUNTY OF HONOLULU (hereinafter the "BWS"), whose address is 630 South Beretania Street, Honolulu, Hawaii, 96843, and ALOHAC CONTRACTOR, LLC (hereinafter "CONTRACTOR"), a corporation existing under the laws of the State of Hawaii, whose business address is 18234 Mahaio Street, Honolulu, Hawaii 96819.

RECITALS

WHEREAS, on January 27, 2023, the BWS solicited competitive sealed bids for JOB 22-017 KEOLU HILLS WATER SYSTEM IMPROVEMENTS, PART II (hereinafter the "Project") pursuant to § 103D-302, Hawaii Revised Statutes ("HRS") and Hawaii Administrative Rules ("HAR") chapter 3-122, Subchapter 5;

WHEREAS, on February 28, 2023, CONTRACTOR submitted the lowest responsive bid (hereinafter the "Bid") for the Project;

NOW, THEREFORE, in accordance with HRS Chapter 103D and in consideration of the promises contained in this Contract for Construction Services, the BWS and CONTRACTOR hereby agree as follows:

1. Definitions.

a. "General Conditions" means that certain document attached hereto and entitled "General Terms and Conditions of Construction Contracts of the Board of Water Supply".

b. "Contract" means all documents covering the construction of the Project and services in connection therewith for which award is made to the CONTRACTOR, including the furnishing of labor, materials, and equipment in connection therewith. It shall include this Contract for Construction Services, the notice to contractors, the Bid, the list of subcontractors, the wage schedule, the Invitation for Bids, general instructions to bidders, special provisions, special notice to bidder or special instructions to bidder, the bonds, the bid specifications, the plans, the General Conditions, Water System Standards of the BWS (2002), as amended, Water System External Corrosion Control Standards, Volume 3 of the BWS (1991), as amended, Standard Details for Public Works Construction (Sept. 1984), as amended, Standard Specifications for Public Works Construction (Sept. 1985), as amended, of the Departments of Public Works, County of Kauai, City and County of Honolulu, County of Maui, and County of Hawaii, of the State of Hawaii, and any documents or publications, addenda, amendments, and change orders, whether attached thereto or incorporated by reference.

2. **Compensation.** For the Services provided under the Contract, Contractor shall receive payment in the amount of FIVE HUNDRED SEVENTY ONE THOUSAND NINE HUNDRED FIFTY-THREE AND NO/100 DOLLARS (\$571,953.00), inclusive of all fees and taxes. In the event that this provision conflicts with other provisions of the Contract, the terms of this section shall control.

IFB Construction Contract 1
Rev. 6/2022

Next

Page 2 is the Contract document. Click "Next" to go to the signature page with designated fields that must be completed.

Dated: _____

Dated: Sep 6, 2023

The red Asterisk indicates the mandatory sections that must be completed for the document to be fully signed.

Construction contracts will include a link to the BWS Procurement Website where the Bond Forms may be downloaded and printed. Copies of the signed bond forms are required to be uploaded to complete the electronic signing process. **Please mail the original bond documents to the BWS Procurement Office.**

By *** Click here to sign ***

As *** Enter your job title ***

Print Name:
Kathryn-Jean Hoffman

Federal Identification No.:
*** Federal Identification No. ***

* Evidence of authority of the Contractor's representative to sign this Contract must be attached.

*** Link to Bond Forms**

*** Click to Attach Copies of Bonds (Required)**

*** Click to Attach Certificate of Insurance (Required)**

*** Click to Attach Authorization Document (Required)**

Click to Attach Additional Attachment (Optional)

Click to Attach Additional Attachment (Optional)

NOTE:
Maximum attachment size is 10MB



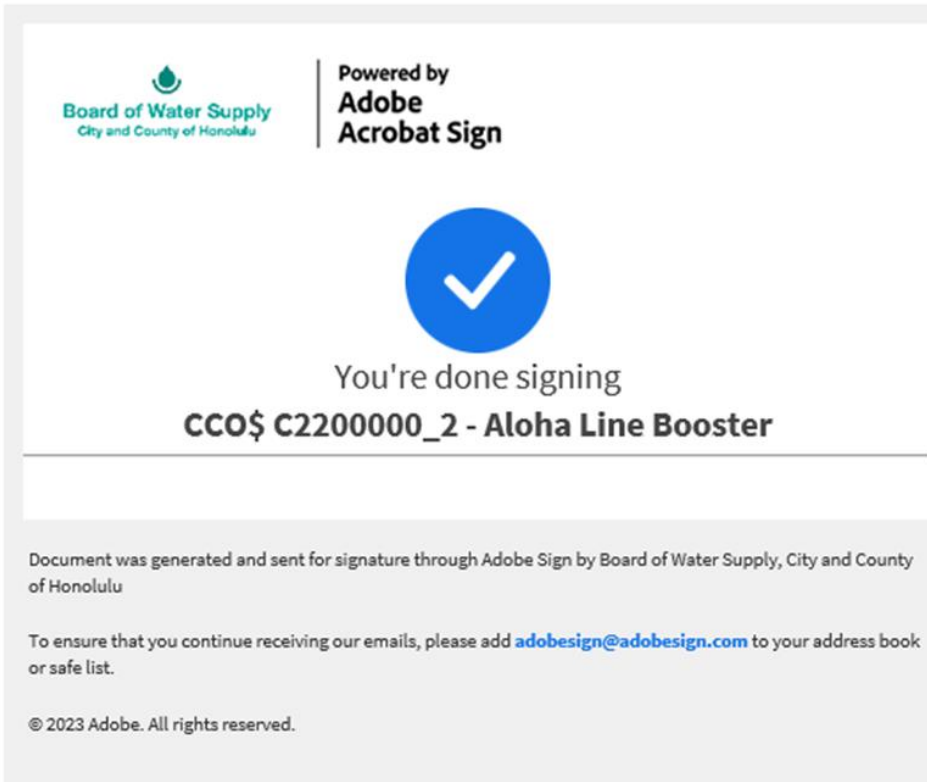
You signed: "CCO\$ C2200000_2 - Aloha Line Booster"



Board of Water Supply, City and County of Honolulu <adobesign@adobesign.com>
To **John·Doe·Contractor**

ONCE ALL MANDATORY FIELDS
HAVE BEEN COMPLETED, YOU WILL
RECEIVE AN EMAIL CONFIRMING
THAT YOU HAVE SUCCESSFULLY
SIGNED THE DOCUMENT.

IF YOU DON'T RECEIVE AN EMAIL CONFIRMING THAT
YOU HAVE SUCCESSFULLY SIGNED THE DOCUMENT,
PLEASE CONTACT THE PROCUREMENT OFFICE.



BWS SIGNATURE REQUIRED FOR EXECUTION

Please note that the document is not fully executed until the final authorized Board of Water Supply signature is affixed to the document. A copy of the fully executed document will be provided to you for your records and files.

APPROVAL SIGNATURES:	
The parties, by their signatures below, have agreed to conduct this transaction by electronic means, pursuant to the Uniform Electronic Transactions Act, Hawaii Revised Statutes, Chapter 489E. This document may be executed in one or more counterparts, each of which will be deemed to be an original copy of the document and all of which, when taken together, will be deemed to constitute one and the same agreement. The facsimile, email or other electronically delivered signatures of the parties shall be deemed to constitute original signatures, and facsimile or electronic copies hereof shall be deemed to constitute duplicate originals.	
8. NAME OF CONTRACTOR Aloha Contractor By _____ (authorized signature) Date	9. APPROVED AS TO FORM & LEGALITY By _____ Deputy Corporation Counsel Date
Print Name: _____ Title: _____ By signing this form I certify that I am authorized to sign this document on behalf of the company and to otherwise obligate the company in respect to the matters contained herein.	10. BOARD OF WATER SUPPLY By _____ Ernest Y.W. Lau, P. E. Date Manager and Chief Engineer
The compensation (time and/or cost) set forth in this Contract Change Order comprises the total compensation due the Contractor, all subcontractors, and all suppliers, for the Work or change defined in the Contract Change Order, including, but not limited to, all equitable compensation for all labor, material, equipment, incidentals, and all other costs, both direct and indirect, including impacts due to any delays and increased time of performance. By signing the Contract Change Order, the Contractor acknowledges that the Contract Change Order constitutes full and mutual accord and satisfaction for the Contract Change Order, and that the time and/or cost under the Contract Change Order constitutes the total equitable adjustment owed the Contractor, all subcontractors, and all suppliers as a result of the changes set forth in the Contract Change Order. The Contractor, on behalf of itself, all subcontractors, and all suppliers, agrees to waive all rights, without exception or reservation of any kind whatsoever, to file any further claim related to this Contract Change Order. This document shall not be considered fully executed until the final authorized Board of Water Supply signature is executed.	





If you have any questions or need assistance completing the electronic signing process, please call the BWS Procurement Office at (808) 748-5071 or email us at FN_Procurement@hbws.org

Mahalo!
BOARD OF
WATER SUPPLY

Providing safe, dependable, and affordable drinking water, now and into the future.