

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

Land Development Division

MAR 31 2015

Date

**ADDENDUM NO. 1
TO
INVITATION FOR BIDS**

**IFB-15-HHL-007
LANAI LANDSCAPE MAINTENANCE**

Notice to All Prospective Offerors

This addendum is hereby made a part of the contract documents for Lanai Landscape Maintenance, IFB-15-HHL-007, and it shall amend the said contract documents as detailed within this Addendum document.

APPROVED:



Norman L. Sakamoto, Acting Administrator
Land Development Division
Department of Hawaiian Home Lands

Please execute and immediately return the receipt below to the Department of Hawaiian Home Lands via facsimile to: **(808) 620-9299, Mr. Stewart Matsunaga, Master Planned Community Development Manager, Land Development Division.**

Receipt of Addendum No. 1 for Lanai Landscape Maintenance, Invitation for Bids No.: IFB-15-HHL-007, is hereby acknowledged.

Signature

Print Name

Title

Name of Firm/Company

Date

ADDENDUM NO. 1

IFB NO.: IFB-15-HHL-007 Lanai Landscape Maintenance

INCLUSIONS

This Addendum No. 1 shall incorporate the following amendments to IFB-15-HHL-007:

1. Pre-bid Meeting Agenda. The Agenda reflect topics discussed at the Pre-bid Conference on Lanai, on March 25, 2015. There were no questions or requests for clarification during the Pre-bid meeting;
2. IFB Page Revisions. The following pages in the original IFB document should be replaced with the revisions below:
 - A. Notice of Intention to Bid, under 'Sample Forms'
 - B. IFB 'Due Dates' noted on the following:
 1. Page 3 of the Pre-bid Meeting Agenda- Submittals and Deadlines Table;
 2. IFB Sign-In Sheet; and
 3. Page 14 of the IFB's Instructions for Bid Submittal.
 - C. Pages 3 and 4, Bid Offer Form
 - D. Sample Contract Form (Scope of Services)
 - E. Page 1 of the Maintenance Wage Rate Determination (MWRD) HUD 52158 (Rev. 3/31/15)
3. Revised Landscape Area Map (Rev. 3/25/15).

Lanai Landscape Maintenance

IFB-15-HHL-007

Pre-bid Conference & Site Inspection
9:30 a.m., Wednesday, March 25, 2015

Lanai Public Library
Lanai City, Lanai 96763

AGENDA

1. INTRODUCTIONS

Department of Hawaiian Home Lands (DHHL)

- Stewart Matsunaga, Master Planned Community Development Manager
- Robert Ing, Land Agent

2. PURPOSE OF PRE-BID CONFERENCE

- Project overview and job site visit
- Review procurement requirements
- Clarify bid documents
- Submittal schedule

3. SCOPE OF WORK (General Description)

Cutting, Removing and Disposing of Green Waste Off-Site.

The remaining vegetation should not exceed a height of three inches (3").

QUARTERLY BASIS:

- A. 16 vacant lots and their adjacent sidewalk planting strip(s).
- B. Existing House Lot No. 1184 and adjacent sidewalk planting strips.
- C. Drainage ditches on backside of 6 lots.
- D. Easement Area 3 (Guardrail area)
- E. 5th Street Extension Area, adjacent to Lot No. 1205 (Approx. 10' W x 90' L).

SEMI-ANNUAL BASIS:

- A. 50 foot-wide strip along the Makai side of Lot Nos. 7, 8, 9 10, 11, 1196, 1198, 1199, 1200, 1201, 1202, 1203, 1204 and 1205.
- B. 3 Drainage Ditch Areas (as shown on Map)

OTHER:

- A. Allowance for clearing of vacant lots and/or other unencumbered areas, and the removal of unforeseen trash and dumped items as directed by DHHL.

4. PROCUREMENT NOTES:

- This project is subject to Chapter 104, HRS, Department of Labor and Industrial Relations (DLIR) prevailing wages and salaries.

The job classification of "Landscape Maintenance Laborer" on the "Maintenance Wage Rate Determination (MWRD) HUD 52158, July 1, 2014-June 30, 2015", Page 1, shall be deleted by addendum.

- Prior to contract award, DHHL shall verify compliance with Sections 103D-310, HRS (Notice of Intention to Bid and Standard Qualification Questionnaire) and 103D-328, HRS (Department of Labor and Industrial Relations) via Hawaii Compliance Express (HCE) for bidders and subcontractors. Registering with HCE is highly recommended to avoid an otherwise lengthy process for obtaining clearances.

To register with HCE, go to: <http://vendors.ehawaii.gov>

Failure to rectify a non-compliant status within ten (10) business days of notification may be grounds to disqualify a bidder.

- A current list of contractors suspended from State or County public works projects under Chapter 104-25, HRS, is provided at this link:

<http://labor.hawaii.gov/wsd/prevaling-wages-on-public-works/contractors-suspended-under-chapter-104-hawaii-revised-statutes/>

5. CONTRACT TERM AND LIQUIDATED DAMAGES

- 2-year contract with one (1) option to extend for two (2) years.
- Liquidated damages: \$1000 per calendar day.

6. QUESTIONS/ANSWERS ISSUED BY LAST ADDENDA

- A written summary of this pre-bid conference will be issued by Addendum.
- Requests for clarifications and questions after this meeting shall be submitted in writing and faxed to: 808-620-9299, no later than 4:30 pm, April 1, 2015.
- Written answers to questions will be posted via addenda on the DHHL website; any verbal responses by DHHL and Consultant shall not be binding.
- Interested bidders are responsible to check the DHHL website for the issuance of any addenda up until bid opening day.

7. DEADLINES- (See Below). Also, refer to Page 14 of the IFB's 'Instructions for Bid Submittal'.

Lanai Landscape Maintenance
 IFB-15-HHL-007
 Submittals and Deadlines Table

SUBMITTALS	DEADLINES
Written Questions (Requests for Clarification)	4:30 P.M, April 1, 2015
Notice of Intention to Bid	4:30 P.M, April 3, 2015
Standard Qualification Questionnaire (Submittals for previous projects are NOT valid)	4:30 P.M, April 3, 2015
Issuance of Last Addendum <i>(However, interested bidders are required to check the DHHL procurement website for any Addenda issued up until Bid Opening day).</i>	4:30 P.M, April 6, 2015
<p>Bid Opening</p> <ul style="list-style-type: none"> • Sealed bids due by <u>2:00 P.M., April 15, 2015</u> at the following sites: <ol style="list-style-type: none"> 1) Hale Kalaniana'ole- 91-5420 Kapolei Parkway, Kapolei, HI 96707; 2) DHHL Maui District Office- 655 Kaunualii Street, Suite 1, Wailuku, Hawaii 96793; And, 3) Lanai Public Library- Lanai City, HI 96763 (1:00 p.m. to 2:00 p.m. on bid opening day ONLY). Staff will be present to receive bids during this time. DO NOT submit bids to the Public Library, as there are no arrangements for the library to receive them. • The 2:00 P.M. deadline shall be according to the official clock established at each location the bids are received. • Bids will be opened shortly after 2:00 P.M., read aloud and announced from each location. (Bidders are welcome to attend). • Bids submitted after 2:00 P.M., April 15, 2015 will be time-stamped, but not accepted or opened. • All bid forms are included in the IFB package. • Award of contract will be made to the responsible and responsive bidder with the lowest "Total Sum Bid", approximately within two weeks following bid opening and after certification of the bid tabulation, subject to change. 	2:00 P.M, April 15, 2015

8. QUESTIONS AND ANSWERS

9. SITE INSPECTIONS FOLLOWING PRE-BID CONFERENCE

NOTICE OF INTENTION TO BID

Date: _____

Ms. Jobie M. K. Masagatani, Chairman
Hawaiian Homes Commission
DEPARTMENT OF HAWAIIAN HOME LANDS
91-5420 Kapolei Parkway
Kapolei, Hawaii 96707

Attention: Stewart Matsunaga, Project Manager, Land Development Division
Notice of Intention to Bid due no later than 4:30 p.m., April 10, 2015.

Gentlemen:

In accordance with the provisions of Section 103D-310, Hawaii Revised Statutes and Hawaii Administrative Rules 3-122-111, it is the intention of the undersigned to bid on IFB No. IFB-15-HHL-007, Lanai Landscape Maintenance, Lanai City, Lanai, State of Hawaii, for which bids will be opened on **2:00 p.m., April 21, 2015.**

_____	_____
Name of Firm	Contractor's License No.
_____	_____
Address	Hawaii General Excise Tax No.
_____	_____
City, State and Zip Code	Telephone No. / Facsimile No.

	E-mail address

Respectfully submitted,

Signature

Print Name and Title

Date: _____

Gentlemen:

The Department of Hawaiian Home Lands acknowledges on this date above, your Notice of Intention to Bid on IFB-15-HHL-007.

Jobie M. K. Masagatani, Chairman
Hawaiian Homes Commission

REVISED SUBMITTALS AND DEADLINES TABLE
Lanai Landscape Maintenance
IFB-15-HHL-007

SUBMITTALS	DEADLINES
Written Questions (Requests for Clarification)	4:30 P.M, April 1, 2015
Notice of Intention to Bid	4:30 P.M, April 10, 2015
Standard Qualification Questionnaire (Submittals for previous projects are NOT valid)	4:30 P.M, April 10, 2015
Issuance of Last Addendum <i>(However, interested bidders are required to check the DHHL procurement website for any Addenda issued up until Bid Opening day).</i>	4:30 P.M, April 13, 2015
<p>Bid Opening</p> <ul style="list-style-type: none"> • Sealed bids due by 2:00 P.M., April 21, 2015 at the following sites: <ol style="list-style-type: none"> 1) Hale Kalaniana'ole- 91-5420 Kapolei Parkway, Kapolei, HI 96707; 2) DHHL Maui District Office- 655 Kaunualii Street, Suite 1, Wailuku, Hawaii 96793; And, 3) Lanai Public Library- Lanai City, HI 96763 (1:00 p.m. to 2:00 p.m. on bid opening day ONLY). Staff will be present to receive bids during this time. DO NOT submit bids to the Public Library, as there are no arrangements for the library to receive them. • The 2:00 P.M. deadline shall be according to the official clock established at each location the bids are received. • Bids will be opened shortly after 2:00 P.M., read aloud and announced from each location. (Bidders are welcome to attend). • Bids submitted after 2:00 P.M., April 21, 2015 will be time-stamped, but not accepted or opened. • All bid forms are included in the IFB package. • Award of contract will be made to the responsible and responsive bidder with the lowest "Total Sum Bid", approximately within two weeks following bid opening and after certification of the bid tabulation, subject to change. 	2:00 P.M, April 21, 2015

(Rev. 3/30/15)

Department of Hawaiian Home Lands - Land Development Division

SIGN-IN SHEET (Rev. 3/30/15)

INVITATION FOR BIDS NO.: IFB- 15 -HHL-007	Project Description This project shall consist of furnishing all labor, equipment, cleaning supplies, materials and supervision to satisfactorily cut and maintain vegetation for public health and safety within DHHL's Lanai land holdings.
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INSTRUCTIONS

Read this packet carefully. After completing this form, you may fax or E-mail to Stewart Matsunaga, Project Manager, at #620-9299 (Fax), or Stewart.t.matsunaga@hawaii.gov. If you have any questions, you may call Stewart Matsunaga at (808) 620-9283.

Note: This fax sheet can be downloaded from the Department of Hawaiian Home Lands website.

Pre-Bid Conference/Site Inspection:	<u>Date:</u> March 25, 2015 <u>Time:</u> 9:30 AM <u>Location:</u> Lanai Public Library
Notice Of Intention To Bid and Standard Qualification Questionnaire Must Be Received By:	<u>Date:</u> April 10, 2015 <u>Time:</u> 4:30 PM <u>Location:</u> 91-5420 Kapolei Parkway, Kapolei, HI 96707
Bid Offers Due By: (Bid Opening to Follow)	<u>Date:</u> April 21, 2015 <u>Time:</u> 2:00 PM <u>Locations:</u> 1) Hale Kalaniana'ole - 91-5420 Kapolei Parkway, Kapolei, HI 96707; 2) DHHL Maui District Office - 655 Kaunualii Street, Suite 1, Wailuku, Maui, HI 96793; And, 3) Lanai Public Library - Lanai City, HI 96763 (1:00 p.m. to 2:00 p.m. on bid opening day ONLY). Staff will be at this location to receive bids during this time. DO NOT submit bids to the Public Library, as there are no arrangements with the library to receive them. * The 2:00 P.M. deadline shall be according to the official clock established at each location the bids are received.

Company: _____	Date: _____
Address: _____	
Contact Person: _____	Phone No. _____
Fax No. _____	Cell No. _____
Email Address: _____	

(Signature of Person Downloading Packet (Print Name & Title after signature))

IFB Checklist for Bidders
IFB-15-HHL-007
Lanai Landscape Maintenance

Items required prior to Bid Opening:

- Notice of Intention to Bid, no later than 4:30 p.m., April 10, 2015.
- SPO Form 21 (Standard Qualification Questionnaire), submitted to DHHL, Land Development Division by 4:30 p.m., April 10, 2015.

Items required with Sealed Bid:

- Bid Package Envelope Cover (with the words “Sealed Bid”), included with this IFB.

The Envelope Cover Form shall be used for Sealed Bid Envelopes. The cover form should be glued or taped to the front of the bid envelope and the information type- written or printed clearly in ink.

- Bid Offer Form (included with this IFB)

The total sum bid amount must be typed or clearly written in both numbers and words in the appropriate space on page 3 of the Bid Offer Form. Illegible writing on any portion of the Bid Offer Form, except for the signee’s signature, may be grounds for considering a Bid “non-responsive”.

- Corporate Resolution (Indicating who is authorized to sign bid documents and contracts)
- Bid Security

Rev. 3/30/15

LANAI LANDSCAPE MAINTENANCE

(Rev. 3/30/15)

1ST YEAR				
SCOPE OF SERVICES: Cutting, Removing and Off-Site Disposal of Green Waste. The remaining vegetation should not exceed a height of three inches (3").				
Item	No. of Rounds	Description	Unit Price	Unit Total
A. QUARTERLY BASIS				
A1	4	Entire Lot and Adjacent Sidewalk Planting Strip(s) for Lot Nos. 9, 10, 1179, 1180, 1181, 1182, 1186, 1190, 1193, 1194, 1195, 1196, 1199, 1200, 1201 and 1202.	\$	\$
A2	4	Existing House Lot No. 1184 and Adjacent Sidewalk Planting Strip.	\$	\$
A3	4	Drainage ditches on the back side of Lot Nos. 1179, 1180, 1181, 1182, 1184 and 1186.		
A4	4	Easement Area 3 (Guardrail area)	\$	\$
A5	4	5 th Street Extension Area, adjacent to Lot No. 1205 (50 ft. wide x 95 ft. long).	\$	\$
B. SEMI-ANNUAL BASIS				
B1	2	50 ft. wide strip along the Makai side of Lot Nos. 7, 8, 9 10, 11, 1196, 1198, 1199, 1200, 1201, 1202, 1203, 1204 and 1205.	\$	\$
B2	2	Drainage Ditch Area #1, including an elevated area on the North side of the ditch.	\$	\$
B3	2	Drainage Ditch #2 (Ohelo Kau La'au Street Extension) near Lot No. 10, including guardrail area.	\$	\$
B4	2	Drainage Ditch #3 (See Map)	\$	\$
C. General Excise Tax (4.166%)				\$
SUBTOTAL (Year 1):				\$

2nd YEAR				
SCOPE OF SERVICES: Cutting, Removing and Off-Site Disposal of Green Waste. The remaining vegetation should not exceed a height of three inches (3").				
Item	No. of Rounds	Description	Unit Price	Unit Total
A. QUARTERLY BASIS				
A1	4	Entire Lot and Adjacent Sidewalk Planting Strip(s) for Lot Nos. 9, 10, 1179, 1180, 1181, 1182, 1186, 1190, 1193, 1194, 1195, 1196, 1199, 1200, 1201 and 1202.	\$	\$
A2	4	Existing House Lot No. 1184 and Adjacent Sidewalk Planting Strip.	\$	\$
A3	4	Drainage ditches on the back side of Lot Nos. 1179, 1180, 1181, 1182, 1184 and 1186.		
A4	4	Easement Area 3 (Guardrail area)	\$	\$
A5	4	5 th Street Extension Area, adjacent to Lot No. 1205 (50' W x 95' L).	\$	\$
B. SEMI-ANNUAL BASIS				
B1	2	50 ft. wide strip along the Makai side of Lot Nos. 7, 8, 9 10, 11, 1196, 1198, 1199, 1200, 1201, 1202, 1203, 1204 and 1205.	\$	\$
B2	2	Drainage Ditch Area #1, including an elevated area on the North side of the ditch.	\$	\$
B3	2	Drainage Ditch #2 (Ohelo Kau La'au Street Extension) near Lot No. 10, including guardrail area.	\$	\$
B4	2	Drainage Ditch #3 (See Map)	\$	\$
C. General Excise Tax (4.166%)				
				\$
SUBTOTAL (Year 2):				\$
ALLOWANCE for clearing of vacant lots and/or other unencumbered areas, and the removal of unforeseen trash and dumped items as directed by DHHL.				\$ <u>30,000.00</u>



STATE OF HAWAII
SCOPE OF SERVICES

Project: Lanai Landscape Maintenance
Location: Lanai City, Lanai, Hawaii
Contractor: TBD

Pursuant to 103D, Hawaii Revised Statutes, the CONTRACTOR shall perform and provide the Scope of Services listed below and detailed in Invitation for Bids IFB-15-HHL-007 and in CONTRACTOR's proposal submitted _____, 201__, in a proper and satisfactory manner as determined by the STATE and in accordance with all Federal, State and local laws, both of which are incorporated by reference.

SCOPE OF SERVICES: Cutting, Removing and Disposing of Green Waste Off-Site. The remaining vegetative ground cover should not exceed a height of three inches (3").

QUARTERLY BASIS:

- A1. Entire Lot and adjacent sidewalk planting strip(s): Lot Nos. 9, 10, 1179, 1180, 1181, 1182, 1186, 1190, 1193, 1194, 1195, 1196, 1199, 1200, 1201 and 1202.
- A2. Existing House Lot No. 1184 and adjacent sidewalk planting strip.
- A3. Drainage ditches on the backside of Lot Nos. 1179, 1180, 1181, 1182, 1184 and 1186.
- A4. Easement Area 3 (Guardrail area)
- A5. 5th Street Extension Area, adjacent to Lot No. 1205 (50 ft. wide x 95 ft. long).

SEMI-ANNUAL BASIS:

- B1. 50 foot-wide strip along the Makai side of Lot Nos. 7, 8, 9 10, 11, 1196, 1198, 1199, 1200, 1201, 1202, 1203, 1204 and 1205.
- B2. Drainage Ditch Area #1, including an elevated area on the North side of the ditch.
- B3. Drainage Ditch #2 (Ohelo Kau La'au Street Extension) near Lot No. 10, including guardrail area.
- B4. Drainage Ditch #3 (See Map)

OTHER:

- C. Allowance for clearing of vacant lots and/or other unencumbered areas, and the removal of unforeseen trash and dumped items as directed by DHHL.

* An area map showing the landscape maintenance areas is attached hereto as "Attachment-S1(A)".

Department of Hawaiian Land Lands
 Maintenance Wage Rate Determination (MWRD) HUD 52158
 July 1, 2014 - June 30, 2015

BU	CLASSIFICATION	RANGE	HOURLY	VACATION	HOLIDAYS	SICK	MEDICAL	DENTAL	VISION	DRUG	LIFE	TOTAL	GRAND TOTAL
01	EQUIPMENT OPERATOR III	BC-09	\$22.73	\$1.84	\$1.14	\$1.84	\$0.86	\$0.09	\$0.02	\$0.16	\$0.02	\$5.97	\$28.70
01	GENERAL LABORER I	BC-02	\$16.95	\$1.37	\$0.85	\$1.37	\$0.86	\$0.09	\$0.02	\$0.16	\$0.02	\$4.74	\$21.69
01	GENERAL LABORER II	BC-03	\$17.43	\$1.41	\$0.87	\$1.41	\$0.86	\$0.09	\$0.02	\$0.16	\$0.02	\$4.85	\$22.28
01	HEAVY TRUCK DRIVER	BC-07	\$20.39	\$1.65	\$1.02	\$1.65	\$0.86	\$0.09	\$0.02	\$0.16	\$0.02	\$5.47	\$25.86
01	TREE TRIMMER	BC-07	\$20.39	\$1.65	\$1.02	\$1.65	\$0.86	\$0.09	\$0.02	\$0.16	\$0.02	\$5.47	\$25.86
01	TREE TRIMMER TRUCK DRIVER	BC-05	\$18.86	\$1.52	\$0.94	\$1.52	\$0.86	\$0.09	\$0.02	\$0.16	\$0.02	\$5.15	\$24.01
01	TRUCK DRIVER	BC-06	\$19.61	\$1.58	\$0.98	\$1.58	\$0.86	\$0.09	\$0.02	\$0.16	\$0.02	\$5.31	\$24.92
02	GENERAL CONSTRUCTION & MAINTENANCE SUPERVISOR I	F-110	\$25.77	\$2.08	\$1.29	\$2.08	\$0.86	\$0.09	\$0.02	\$0.16	\$0.02	\$6.61	\$32.38
				168	104	168	149.44	16.46	3.64	27.12	4.16		
			BU1										
				168	104	168	149.44	16.46	3.64	27.12	4.16		
			BU2										

Prepared By: Richard Speer 620-9287

171000 DORMITORIES

UTILITY	WATERWAYS AND HIGHWAYS	COMMENTS	DATE	BY

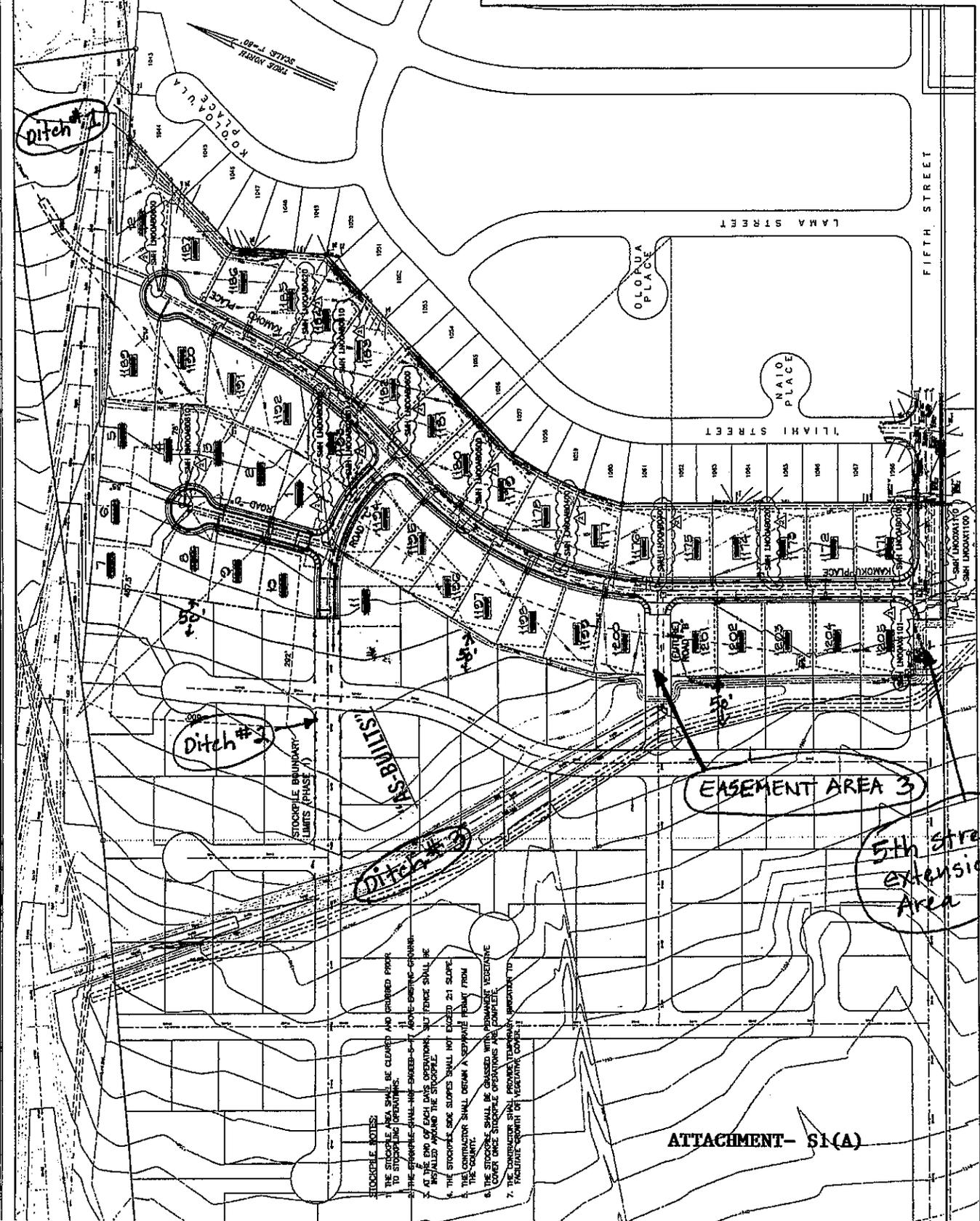

 L. K. BILBIS
 LICENSE NO. 15354-C
 STATE OF HAWAII

Prepared by: Civil Engineering
 Checked by: [Name]
 Drawn by: [Name]
 Date: [Date]
 Project: [Project Name]

STATE OF HAWAII
 DEPARTMENT OF HAWAIIAN HOME LANDS
 HONOLULU, HAWAII 96805
 LANA RESIDENCE LOTS,
 PHASE 2A

GENERAL SITE PLAN
 Sheet No. 005
 Date: O.H. 85
 Approved By: [Signature]


 AS-BUILTS
 DATE: 08/11/85



- STOCKPILE NOTES:**
1. THE STOCKPILE AREA SHALL BE CLEARED AND PROVIDED PRIOR TO STOCKPILING OPERATIONS.
 2. THE STOCKPILE SHALL NOT EXCEED 5 FT ABOVE EXISTING GROUND.
 3. AT THE END OF EACH DAYS OPERATION, THE FENCE SHALL BE INSTALLED AROUND THE STOCKPILE.
 4. THE STOCKPILE SIDE SLOPES SHALL NOT EXCEED 2:1 SLOPE.
 5. THE STOCKPILE SHALL BE CLEANED UP AND REMOVED FROM THE SITE.
 6. THE STOCKPILE SHALL BE GRADED WITH PERMANENT VEGETATION WHEN UNDER SHIELD OPERATIONS ARE COMPLETED.
 7. THE DISTRIBUTION SHALL BE MAINTAINED IN ACCORDANCE TO THE REQUIREMENTS OF THE REGULATION CODES.

ATTACHMENT- S1(A)