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:

[Signature]

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. __ 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).**
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:


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  
March 25, 2015

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

<table>
<thead>
<tr>
<th>SUBMITTALS</th>
<th>DEADLINES</th>
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</thead>
<tbody>
<tr>
<td>Written Questions (Requests for Clarification)</td>
<td>4:30 P.M., April 1, 2015</td>
</tr>
<tr>
<td>Notice of Intention to Bid</td>
<td>4:30 P.M., April 3, 2015</td>
</tr>
<tr>
<td>Standard Qualification Questionnaire (Submittals for previous projects are NOT valid)</td>
<td>4:30 P.M., April 3, 2015</td>
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<tr>
<td>Issuance of Last Addendum (However, interested bidders are required to check the DHHL procurement website for any Addenda issued up until Bid Opening day)</td>
<td>4:30 P.M., April 6, 2015</td>
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Bid Opening
- Sealed bids due by 2:00 P.M., April 15, 2015 at the following sites:
  1) Hale Kalanianaole- 91-5420 Kapolei Parkway, Kapolei, HI 96707;
  2) DHHL Maui District Office- 655 Kaumualii 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.

8. QUESTIONS AND ANSWERS

9. SITE INSPECTIONS FOLLOWING PRE-BID CONFERENCE

3
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

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
<table>
<thead>
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</tr>
<tr>
<td>1) <strong>Hale Kalanianaole</strong>- 91-5420 Kapolei Parkway, Kapolei, HI 96707;</td>
<td></td>
</tr>
<tr>
<td>2) <strong>DHHL Maui District Office</strong>- 655 Kaumualii Street, Suite 1, Wailuku, Hawaii 96793; And,</td>
<td></td>
</tr>
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<td>3) <strong>Lanai Public Library</strong>- Lanai City, HI 96763</td>
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(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. |

**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: | Date: March 25, 2015  
Time: 9:30 AM  
Location: Lanai Public Library |
| Notice Of Intention To Bid and Standard Qualification Questionnaire Must Be Received By: | Date: April 10, 2015  
Time: 4:30 PM  
Location: 91-5420 Kapolei Parkway, Kapolei, HI 96707 |
| Bid Offers Due By:  
(Bid Opening to Follow) | Date: April 21, 2015  
Time: 2:00 PM  
Locations:  
1) Hale Kalanianaole- 91-5420 Kapolei Parkway, Kapolei, HI 96707;  
2) DHHL Maui District Office- 655 Kaumualii 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)**  
Rev 3/30/15)
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"").

<table>
<thead>
<tr>
<th>Item</th>
<th>No. of Rounds</th>
<th>Description</th>
<th>Unit Price</th>
<th>Unit Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>4</td>
<td>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.</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>A2</td>
<td>4</td>
<td>Existing House Lot No. 1184 and Adjacent Sidewalk Planting Strip.</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>A3</td>
<td>4</td>
<td>Drainage ditches on the back side of Lot Nos. 1179, 1180, 1181, 1182, 1184 and 1186.</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>A4</td>
<td>4</td>
<td>Easement Area 3 (Gravestone area)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>A5</td>
<td>4</td>
<td>5th Street Extension Area, adjacent to Lot No. 1205 (50 ft. wide x 95 ft. long).</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**B. SEMI-ANNUAL BASIS**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>B1</td>
<td>2</td>
<td>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.</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>B2</td>
<td>2</td>
<td>Drainage Ditch Area #1, including an elevated area on the North side of the ditch.</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>B3</td>
<td>2</td>
<td>Drainage Ditch #2 (Ohelo Kau La’au Street Extension) near Lot No. 10, including guardrail area.</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>B4</td>
<td>2</td>
<td>Drainage Ditch #3 (See Map)</td>
<td>$</td>
<td>$</td>
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</tbody>
</table>

**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").

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<td>4</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
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<td>4</td>
<td>Existing House Lot No. 1184 and Adjacent Sidewalk Planting Strip.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A3</td>
<td>4</td>
<td>Drainage ditches on the back side of Lot Nos. 1179, 1180, 1181, 1182, 1184 and 1186.</td>
<td></td>
<td></td>
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<td>A4</td>
<td>4</td>
<td>Easement Area 3 (Guardrail area)</td>
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<td></td>
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<td>A5</td>
<td>4</td>
<td>5th Street Extension Area, adjacent to Lot No. 1205 (50' W x 95' L.)</td>
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**B. SEMI-ANNUAL BASIS**

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<td></td>
<td></td>
</tr>
<tr>
<td>B2</td>
<td>2</td>
<td>Drainage Ditch Area #1, including an elevated area on the North side of the ditch.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B3</td>
<td>2</td>
<td>Drainage Ditch #2 (Ohelo Kau La’au Street Extension) near Lot No. 10, including guardrail area.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B4</td>
<td>2</td>
<td>Drainage Ditch #3 (See Map)</td>
<td></td>
<td></td>
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**C. General Excise Tax (4.166%)**

<table>
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<tr>
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**SUBTOTAL (Year 2):**

<table>
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<th>Item</th>
<th>Unit Price</th>
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<tr>
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**ALLOWANCE** for clearing of vacant lots and/or other unencumbered areas, and the removal of unforeseen trash and dumped items as directed by DHHL. $30,000.00
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.


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)”. 

AQ-011 Rev 07/28/2005
<table>
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<tr>
<th>BU</th>
<th>CLASSIFICATION</th>
<th>RANGE</th>
<th>HOURLY VACATION HOLIDAYS</th>
<th>SICK</th>
<th>MEDICAL</th>
<th>DENTAL</th>
<th>VISION</th>
<th>DRUG</th>
<th>LIFE</th>
<th>TOTAL</th>
<th>TOTAL</th>
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<td>01</td>
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<td>GENERAL LABORER I</td>
<td>BC-02</td>
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**BU1:**
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- 104
- 168
- 149.44
- 16.46
- 3.64
- 27.12
- 4.16

**BU2:**
- 168
- 104
- 168
- 149.44
- 16.46
- 3.64
- 27.12
- 4.16

Prepared By: Richard Speer 620-9287

3/31/2015