

DEPARTMENT OF HAWAIIAN HOME LANDS
STATE OF HAWAII

FEBRUARY 8, 2017

ADDENDUM NO. 1

TO

PLANS, BID FORM, SPECIFICATIONS, CONTRACT AND BOND

FOR

**OPERATION AND MAINTENANCE OF THE ANAHOLA WATER SYSTEM
AND EMERGENCY AND CALL OUT SERVICES
FOR THE PUU OPAE DITCH WATER SYSTEM,**

ANAHOLA, COUNTY OF KAUAI, HAWAII

IFB NO.: IFB-17-HL-008

NOTICE TO ALL PROSPECTIVE BIDDERS

This addendum is hereby made a part of the PLANS, BID FORM, SPECIFICATIONS, CONTRACT AND BOND for the OPERATION & MAINTENANCE OF THE ANAHOLA WATER SYSTEM AND EMERGENCY AND CALL OUT SERVICES FOR THE PUU OPAE DITCH WATER SYSTEM, ANAHOLA, COUNTY OF KAUAI, HAWAII, and it shall amend the said contract documents as detailed within this Addendum document.

APPROVED:



Norman Sakamoto, LDD Acting Administrator
Department of Hawaiian Home Lands

Date: February 8, 2017

Please detach, execute, and return immediately, the receipt below, to the Department of Hawaiian Home Lands, Hale Kalaniana'ole, 91-5420 Kapolei Parkway, Kapolei, Hawaii or transmit facsimile to (808) 620-9299.

Receipt of Addendum No. 1 for the OPERATION & MAINTENANCE OF THE ANAHOLA WATER SYSTEM AND EMERGENCY AND CALL OUT SERVICES FOR THE PUU OPAE DITCH WATER SYSTEM is hereby acknowledged.

Signed _____ Title _____

Firm _____ Date _____

ADDENDUM NO. 1
FEBRUARY 8, 2017

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FOR

**OPERATION & MAINTENANCE OF THE ANAHOLA WATER SYSTEM
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ANAHOLA, COUNTY OF KAUAI, HAWAII

IFB NO.: IFB-17-HHL-008

ITEM NO. 1 PRE-BID & SITE VISIT MINUTES AND SIGN IN SHEET

A Pre-bid meeting was held at the Anahola Tank project site at 9:00am on Tuesday, January 30, 2017 followed by a site visit. No vendors attended the meeting. The agenda and sign-in sheet are attached to **ADDENDUM NO 1 (February 8, 2017)**.

ITEM NO. 2 BID OPEN DATE CHANGED

The bid open date is being changed from Wednesday, February 15, 2017 to Thursday, February 16, 2017. This change is being made to accommodate **ADDENDUM NO 1 (February 8, 2017)**.

ITEM NO. 3 CHECK LISTS

Add the checklists attached to aid in the operation and maintenance of the water system. The following checklists are attached to **ADDENDUM NO 1 (February 8, 2017)**.

- Water Meter Test Form
- Valve Exercise Record
- Residential Meter Inspection and Calibration
- Megger Test Record
- Anahola Water System Weekly checklist
- Anahola Water System Monthly/Quarterly checklist
- Anahola Water System Annual checklist

Operation and Maintenance of the Anahola Water System and Emergency and Call out Services for the Puu Opae Ditch Water System

IFB-17-HHL-008

**Pre-bid Conference and Site Visit
9:00 a.m., Monday, January 30, 2017**

1. Introductions

Department of Hawaiian Home Lands

- **Richard Speer, Project Manager**
- **Adriane Skinner, Rural Development Specialist**
-

2. Purpose of Pre-Bid Conference

- **To review procurement requirements and allow potential bidders to ask questions and obtain clarification on the bid documents. A written summary of this pre-bid conference will be issued to all plan holders as an Addendum.**
- **To provide potential bidders with a project overview and job site visit.**
- **Requests for clarifications and any questions after this meeting shall be directed in writing to Richard Speer via facsimile or e-mail by no later than 2:00 pm, February 2, 2017.**
 - **Fax number: 808-620-9299**
 - **E-mail: richard.a.speer@hawaii.gov**

3. Scope of Work

- **This project consists of furnishing all labor, equipment, cleaning supplies, materials and supervision to satisfactorily provide Operation and Maintenance of the Anahola Water System and Emergency and Call out Services for the Puu Opae Ditch Water System**

4. Procurement reminders

- **This project is not tax exempt. Your bid proposal must be inclusive of General Excise Tax.**
- **This project is subject to Section 103-55D, HRS, Wages, hours, and working conditions of employees of contractors performing services.**

- Services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for the similar work.
 - All applicable federal and state laws relating to workers' compensation, unemployment compensation, payment of wages, and safety shall be fully complied with.
 - A Certificate for Performance of Services will be required to be attached to your bid offer form documents. A copy will be attached to the Addendum with the minutes of this meeting.
- After bid opening and prior to award of the contract, the Department shall verify compliance with Sections 103D-310 and 103D-328 HRS via Hawaii Compliance Express (HCE) for the bidder and all subcontractors. Therefore the bidder and all subcontractors must be registered with HCE. Instructions for registration are at the HCE website: <http://vendors.ehawaii.gov>.
 - Failure by the bidder and/or any subcontractor to rectify a non-compliant status within ten business days of notification will be considered as sufficient for the disqualification of the bidder and rejection of its proposal.
5. **Completion Schedule and Liquidated Damages**
- Time to complete: 36 months from Notice to Proceed
 - One option to extend for an additional 36 month period.
6. **Questions/Answers issued by Addenda**
- Written answers to questions will be provided to all plan holders via addenda posted on the DHHL website; any verbal responses by the Department shall not be binding.
 - Interested bidders are responsible to check on the DHHL website for issuance of any addenda.
7. **Deadlines**
- See attached Submittals and Deadlines Table.

8. Questions and Answers

**Operation and Maintenance of the Anahola Water System and Emergency and
Call out Services for the Puu Opae Ditch Water System**

**IFB-17-HHL-008
Submittals and Deadlines Table**

SUBMITTAL	DEADLINE
Standard Qualification Questionnaire	2:00 pm, February 3, 2017
Notice of Intent to Bid	2:00 pm, February 3, 2017
Written questions	2:00 pm, February 2, 2017
Issuance of Final Addenda <ul style="list-style-type: none"> • Interested bidders are required to check the DHHL website for any Addenda issued. 	4:00 pm, February 7, 2017
Bid Opening <ul style="list-style-type: none"> • Sealed Bid Offer form will be received by DHHL at Hale Kalaniana'ole, 91-5420 Kapolei Parkway, Kapolei, HI 96707. 	2:00 pm, February 15, 2017
Award of contract will be made to the lowest responsible and responsive "Total Sum Bid", approximately two weeks following bid opening and after certification of the bid tabulation.	

**Operation and Maintenance of the Anahola Water System and Emergency and Call out Services for the Puu Opaie Ditch Wa
IFB-17-HHL-008**

PRE-BID MEETING

**Anahola Water System (on-site)
Monday, January 30, 2017 @ 9:00 AM**

	NAME	COMPANY	TITLE	PHONE	EM.
1	Richard A. Speer	Dept. of Hawaiian Home Lands (DHHL)	Project Manager	(808) 620-9287	Richard A. Speer@Hawaii
2	Adriane Skinner	Rural Development Assistance Corporation	Rural Development Specialist	(808) 633-3005	Askinner@rcac.org
3	Erna Kamibayashi	Dept. of Hawaiian Home Lands (DHHL)	DHHL Kauai District Manager	(808) 274-3431	Erna A. Kamibayashi@Hav
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Handwritten notes in red ink:
 Row 8: *AD*
 Row 7: *AD*
 Row 6: *AD*

Water Meter Test Form

CUSTOMER INFORMATION					
CUSTOMER NAME					

SERVICE ADDRESS					

LOCATION ID:					

HOME PHONE:		WORK PHONE:		CELL PHONE:	
()		()		()	
METER INFORMATION					
SERIAL #	TYPE	MAKE	SIZE	DATE OF REMOVAL	READING
TEST RESULTS				METER WHEN PULLED: <input type="checkbox"/> MOVING <input type="checkbox"/> NOT MOVING	
RATE GPM	QUANTITY		RESULT	CUSTOMER: <input type="checkbox"/> PRESENT <input type="checkbox"/> NOT PRESENT	
	GALS RAN	GALS DIAL		REQUESTED BY: <input type="checkbox"/> CUSTOMER <input type="checkbox"/> DHHL	
15				NAME OF TESTER	SIGNATURE OF TESTER
2					
				DATE TESTED	TIME TESTED
AVERAGE as directed by PSC Rules					

VALVE EXERCISE RECORD

DATE:	TIME:	OPERATOR:			
VALVE LOCATION:		VALVE TURNS	EXERCISE PERCENT		
VALVE ORIENTATION:	VALVE USE: <input type="checkbox"/> ISOLATION <input type="checkbox"/> FLOW CONTROL	TORQUE APPLIED	OPEN DIRECTION		
VALVE CONDITION:		DRIVE TYPE	BOX SIZE		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> CANNOT LOCATE <input type="checkbox"/> VALVE FOUND SHUT <input type="checkbox"/> VALVE FOUND OPEN <input type="checkbox"/> PACKING LEAK <input type="checkbox"/> VALVE IS FROZEN <input type="checkbox"/> VALVE SPINS FREE WITH LITTLE TORQUE <input type="checkbox"/> OPERATIONAL NUT PROBLEM <input type="checkbox"/> VALVE BOX MISALIGNED <input type="checkbox"/> VALVE OPERATION OBSTRUCTED </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> VALVE IS PAVED OVER <input type="checkbox"/> VALVE LID IS STUCK <input type="checkbox"/> VALVE REQUIRED CLEANING <input type="checkbox"/> MAIN VALVE HAS BYPASS <input type="checkbox"/> BYPASS VALVE EXERCISED <input type="checkbox"/> VALVE BOX NEEDS RAISED/LOWERED <input type="checkbox"/> VALVE BOX NEEDS REPLACED <input type="checkbox"/> RECOMMEND VALVE REPLACEMENT <input type="checkbox"/> OTHER PROBLEM (SEE BELOW) </td> </tr> </table>				<input type="checkbox"/> CANNOT LOCATE <input type="checkbox"/> VALVE FOUND SHUT <input type="checkbox"/> VALVE FOUND OPEN <input type="checkbox"/> PACKING LEAK <input type="checkbox"/> VALVE IS FROZEN <input type="checkbox"/> VALVE SPINS FREE WITH LITTLE TORQUE <input type="checkbox"/> OPERATIONAL NUT PROBLEM <input type="checkbox"/> VALVE BOX MISALIGNED <input type="checkbox"/> VALVE OPERATION OBSTRUCTED	<input type="checkbox"/> VALVE IS PAVED OVER <input type="checkbox"/> VALVE LID IS STUCK <input type="checkbox"/> VALVE REQUIRED CLEANING <input type="checkbox"/> MAIN VALVE HAS BYPASS <input type="checkbox"/> BYPASS VALVE EXERCISED <input type="checkbox"/> VALVE BOX NEEDS RAISED/LOWERED <input type="checkbox"/> VALVE BOX NEEDS REPLACED <input type="checkbox"/> RECOMMEND VALVE REPLACEMENT <input type="checkbox"/> OTHER PROBLEM (SEE BELOW)
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COMMENTS:					

Residential Meter Inspection and Calibration

Address/Lot No:		Date:
Meter size:	Manufacturer:	Meter type:
Serial #:	Register: Cubic ft. <input type="checkbox"/> Gallons <input type="checkbox"/>	
Reads: 10s <input type="checkbox"/> 100s <input type="checkbox"/> 1000s <input type="checkbox"/>		

Low Flow Test

Reading:			
Start:	End:	Start:	End
Gallons Flowed:		Gallons Flowed:	
Gallons Flowed Test Meter:		Gallons Flowed Test Meter:	
% Accuracy Test Meter:		% Accuracy Test Meter:	

Medium Flow Test

Reading:			
Start:	End:	Start:	End
Gallons Flowed:		Gallons Flowed:	
Gallons Flowed Test Meter:		Gallons Flowed Test Meter:	
% Accuracy Test Meter:		% Accuracy Test Meter:	

High Flow Test

Reading:			
Start:	End:	Start:	End
Gallons Flowed:		Gallons Flowed:	
Gallons Flowed Test Meter:		Gallons Flowed Test Meter:	
% Accuracy Test Meter:		% Accuracy Test Meter:	

MEGGER TEST RECORD

DATE:	TIME:	OPERATOR:		
Panel ID:	Phase "A" to Phase "B"	Phase "B" to Phase "C"	Phase "A" to Phase "C"	
Circuit/feeder number:	Phase "A" to Neutral	Phase "B" to Neutral	Phase "C" to Neutral	
Volts/Phases/Cycles:	Phase "A" to Ground	Phase "B" to Ground	Phase "C" to Ground	
COMMENTS:				

ANAHOLA WATER SYSTEM WEEKLY CHECKLIST

Submit to DHHL with monthly report.

PUMP SYSTEM (Twice weekly)	Date Completed	Notes
Inspect chlorine metering pump system		Repair or replace system components with approval from DHHL
Inspect flow meter and totalizer system		Repair or replace system components with approval from DHHL
Inspect deepwell pump for vibration, noise, and alignment		Repair or replace system components with approval from DHHL

DISTRIBUTION SYSTEM (Twice weekly)	Date Completed	Notes
Check chlorine residual at pump station sampling point; adjust chlorinator as needed to maintain required residual		Record results using form provided (Attachment A) or other documentation approved by DHHL
Monitor chlorine supply and replenish as necessary. Check chlorine stock and solution quality to ensure a sanitary, safe product		
Clean chlorine storage facility, removing dirt, debris, and pests		

WATER STORAGE SYSTEM	Date Completed	Notes
Site visit to ensure security. Check locks, lighting, and for signs of intrusion		

FACILITIES AND GROUNDS	Date Completed	Notes
Cleaning and maintenance as necessary		

ANAHOLA WATER SYSTEM MONTHLY/QUARTERLY CHECKLIST

Submit to DHHL

PUMP SYSTEM	Date Completed	Notes
Check and adjust automatic pump control valves		Repair or replace with approval from DHHL
Check seals on deepwell pump for leakage and adjust or replace as required		
Check motor/pump coupling alignment		
Check pump bearings for abnormal temperature		Repair or replace with approval from DHHL
Lubricate motor and pump bearings per manufacturer's recommendations		
Check mounting bolts for tightness		
Clean motor starter contacts		Replace if necessary with approval from DHHL
Test alarm system		

DISTRIBUTION SYSTEM	Date Completed	Notes
Inspect surface areas above system pipelines for roadway damage or leakage		Report and repair if necessary with approval from DHHL
Check chlorine residual at system dead ends		Use form provided (Attachment B) or other documentation approved by DHHL
Test and maintain emergency pumping equipment		
Bi-monthly	Date Completed	Notes
Inspect water meters and meter boxes for leakage and signs of tampering		Repair or replace with approval from DHHL
Submit report of pump site log activities to the Kauai District Office, DHHL		
Inspect pressure-reducing station for proper operation; adjust as needed to maintain downstream pressure		Repair or replace with approval from DHHL
Service pressure relieve valves (PRV)		Repair or replace with approval from DHHL
Semi-annually		
Maintain integrity and cleanliness of all DOH sampling stations		

Flush mains using unidirectional method as required		Contractor must provide diffusion or other method of safely dispersing flushed water
Flush interconnection manifold system		

WATER STORAGE SYSTEM (Quarterly)	Date Completed	Notes
Check storage system for the following: <ul style="list-style-type: none"> - Check tanks for leaks - Damaged vent screens - Lock on entry port - Safety condition of ladder - Water level mechanism - Operating overflow check valve - Condition of exterior tank surface coatings 		Repair or replace components with approval from DHHL
Send quarterly reports to DHHL Land Development Division		

FACILITIES AND GROUNDS	Date Completed	Notes
Mow grass, cut brush and weeds, trim trees, and remove all rubbish within and along fence line of sell site and storage tank		

TESTING AND REPORTING	Date Completed	Notes
Collect, preserve, and transport bacteriological samples to the DOH laboratory		*access SCRS system for guidelines and schedule
Coordinate sanitary surveys and other regulatory activities with DOH and DHHL; respond to requests for information regarding procedures for regulatory compliance and operation and maintenance		

METERS (Bi-monthly)	Date Completed	Notes
Read all distribution system meters and calculate customer usage using DHHL provided equipment		Meters shall be read every two (2) months indicating the days of service provided (59 to 61)

ANAHOLA WATER SYSTEM ANNUAL CHECKLIST

Submit to DHHL

PUMP SYSTEM	Date Completed	Notes (Annually before Oct. 1 st)
Scrape and sand bare metal and paint all rusted areas for preventative maintenance		
Inspect wiring and conduit from motor to starter		Repair or replace with approval from DHHL
Open, inspect, clean, and test pressure regulating and automatic control valves; confirm settings		
Megger motor and submit report and recommendations to DHHL in writing		Use form provided (Attachment C) or other documentation approved by DHHL

DISTRIBUTION SYSTEM	Date Completed	Notes (Annually before Oct. 1 st)
Inspect and paint hydrants, valves, and other exposed system components		
Exercise system valves; check for tightness		Record activities using form provided (Attachment D) or other documentation approved by DHHL
Service inter-connection manifold system		

WATER STORAGE SYSTEM	Date Completed	Notes
No annual tasks		

FACILITIES AND GROUNDS	Date Completed	Notes
No annual tasks		

TESTING AND REPORTING	Date Completed	Notes (Dates per SCRS system)
Lead and copper sampling*		*access SCRS system for guidelines and schedule
Asbestos sampling*		*access SCRS system for guidelines and schedule
Submit summary reports to SDWB		Copy to DHHL
ASDWA compliance requirements		
Complete and distribute annual Consumer Confidence Report		Submit to SDWB for approval by April 15 th ; distribute by June 30 th
Complete sampling required during three-year monitoring period		*access SCRS system for guidelines and schedule
In the event of an exceedance of SDWA and DOH MCLs, notify all service users and DHHL personnel accordingly and initiate corrective measures as required by DOH		

METERS	Date Completed	Notes
Calibrate, repair, or replace failing meters	*ongoing, 10% of operational system meters beginning 5 years after installation	Submit invoices for reimbursement requests. Use form provided (Attachment E) or other documentation approved by DHHL

INVENTORY	Date Completed	Notes (Annually by Dec. 31 st)
Monitor supplies and spare parts for equipment and components. This includes: <ul style="list-style-type: none"> - Chlorine system parts - Hoses - Meter, valve, and hydrant repair kits - Fuel for mowers - Hardware 	*ongoing	DHHL approval must be received prior to purchase. Submit invoices for reimbursement requests