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**NOTICE TO BIDDERS  
INVITATION FOR BID  
Department of Hawaiian Home Lands  
Land Development Division  
IFB NO.: IFB-22-HHL-006**

SEALED BIDS for this Invitation For Bid (IFB) No.: IFB-22-HHL-006, OAHU ISLAND SEWER INSPECTION AND CLEANING, City and County of Honolulu, State of Hawaii, will be received by the Department of Hawaiian Home Lands (DHHL), by **2:00 p.m., Hawaii Standard Time (H.S.T) September 2, 2021**, through the State of Hawaii e-Procurement System (HIePRO). HIePRO is accessible through the State Procurement Office website at [www.spo.hawaii.gov](http://www.spo.hawaii.gov). Bidders shall fill out and upload an electronic copy of the Bid Offer Form and the Bid Bond to the HIePRO website when submitting a bid. Bid Proposals shall not be mailed, faxed or delivered to the DHHL. The successful bidder shall submit the original proposal form and bid bond upon request by the DHHL. See the Instructions for Bid Submittal for a schedule of required documents and deadlines.

This project generally includes the furnishing of all supervision, labor, materials, equipment and all other items related to and necessary to perform sewer line/manhole field inspections and services including cleaning and CCTV inspections in the homestead areas on the Island of Oahu directed by the Department of Hawaiian Home Lands (DHHL) (collectively, the "Project").

Bidders are required to produce a surety bid bond, the bid bond must be scanned and uploaded to HIePRO with the submission of the bid.

This Project is subject to Section 103D, Hawaii Revised Statutes, and to the payment of not less than the prevailing salaries for services to be performed pursuant to Section 103.55, HRS.

Bid documents may be examined at or obtained from Hawaii eProcurement System (HIePRO), at the following address:

<https://hiepro.ehawaii.gov>

There is no fee assessed to download the IFB documents from the HIePRO website.

**Bidders must be registered on HIePRO to submit a bid for this project.**

There will be no pre-bid conference for this IFB.

A written NOTICE OF INTENTION TO BID is required and shall be received by the DHHL no later than 2:00 P.M., August 23, 2021. Submittal of a NOTICE OF INTENTION TO BID shall be via email to [solana.s.rosa-tutop@hawaii.gov](mailto:solana.s.rosa-tutop@hawaii.gov).

A properly executed and notarized STANDARD QUALIFICATION QUESTIONNAIRE FOR OFFERORS, SPO Form-21 ("Questionnaire") is required and shall be submitted to the DHHL Land Development Division, at 91-5420 Kapolei Parkway, Kapolei, Hawaii 96707 no later than

Land Development Division, at 91-5420 Kapolei Parkway, Kapolei, Hawaii 96707 no later than 4:30 P.M., August 23, 2021. Completed Questionnaires must be submitted as an original hard copy with wet signatures. Questionnaires that are submitted via facsimile or E-mail will not be accepted. The Questionnaire can be downloaded at the State Forms Central website:

<http://spo.hawaii.gov/wp-content/uploads/2013/12/spo-021.pdf>

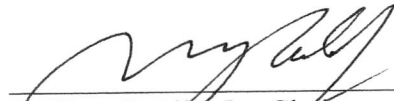
Bids shall comply with the requirements of the IFB. Bids that do not comply with the IFB may be subject to disqualification. DHHL reserves the right to amend the IFB by written addenda, to reject any and all bids, or to waive any defects in said bids where DHHL deems it is in the best interest of the State.

CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS PROHIBITED. If awarded a contract in response to this solicitation, offeror agrees to comply with HRS §11-355, which states that campaign contributions are prohibited from a State and county government contractor during the term of the contract if the contractor is paid with funds appropriated by the legislative body between the execution of the contract through the completion of the contract.

Questions regarding this project must be entered on the questions tab on HiePRO. Questions are due on HiePRO by 2:00 p.m., H.S.T., on August 25, 2021. Responses to questions will be published on HiePRO by 4:00 p.m. H.S.T., on August 27, 2021.

Dated at Kapolei, Hawaii, this 16th day of August, 2021.

DEPARTMENT OF HAWAIIAN HOME LANDS



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William J. Aia, Jr., Chairman  
Hawaiian Homes Commission

Posted on the internet at: <https://spo3.hawaii.gov/notices/notices>

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Specifications for the Class:

GENERAL LABORER I

**Distinguishing Characteristics**

Positions in this class perform a variety of routine, repetitive manual tasks not requiring the continuous performance of a mechanical or trade skill.

This class differs from General Laborer II in that the General Laborer I performs unskilled manual labor work which does not require a high degree of manipulative skill nor continuous arduous physical effort; whereas the General Laborer II performs a variety of semi-skilled manual work tasks involved in road, building, or other maintenance projects, or performs refuse collection work involving continuous heavy physical labor as a major work assignment.

**Examples of Duties** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Cleans culverts, cuts trees, digs and widens ditches, performs pick and shovel tasks in road patching, cuts grass, and repairs roads as a member of a maintenance or construction crew; loads and unloads supplies and equipment; helps to lay pipes and back fills holes and ditches; sets out flags and lanterns to warn traffic; maintains a park or recreation area independently, mowing lawns with hand or power mower, trimming hedges, transplanting shrubs, killing weeds, planting and caring for flowers, and cleaning restrooms; transplants seedlings and clears trails in forests; sweeps streets; prepares poisons for use in eradicating pests; baits and sets rat traps; moves heavy materials using hand truck and dollies; mixes cement and mortar; may occasionally operate a pickup truck to transport a work crew, materials, supplies and/or equipment to and from job sites.

**Minimum Qualification Requirements**

Experience and Training: None required.

Ability to: Understand and follow oral instructions; perform heavy lifting, moving, digging or other manual work typical of the class.

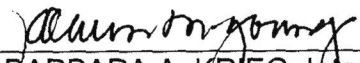
**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the specifications for the class GENERAL LABORER I, which were approved on December 13, 1984.

DATE APPROVED: 3/27/2012

  
\_\_\_\_\_  
for BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development

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Specifications for the Class:

GENERAL LABORER II

**Distinguishing Characteristics**

Positions in this class perform a variety of semi-skilled manual work tasks involved in the maintenance of roads, buildings, structures and equipment, or refuse collection work involving continuous heavy physical labor as a major work assignment.

This class differs General Laborer I in that the General Laborer II performs a variety of semiskilled manual work tasks involved in road, building and other maintenance projects, or performs refuse collection work involving continuous heavy physical labor as a major work assignment; whereas the General Laborer I performs unskilled manual labor work which does not require a high degree of manipulative skill nor continuous, arduous physical effort.

This class differs from General Laborer III which, in addition to performing a variety of semi-skilled manual work tasks as the major work assignment, supervises the work of a crew in performing a variety of unskilled and semi-skilled manual labor work tasks.

**Examples of Duties** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Helps erect wooden and steel scaffolding in and around buildings, scrapes and wire brushes structural steel, wire fences and other metal objects; applies metal primer and paint, using a brush or spray gun; clears roads of dirt, branches, rocks, mud and other obstructions after heavy rains; fills chuck holes with rock; repairs and patches road surfaces with oil, bitumuls or concrete; clears gutters, drains and outlets of obstructions such as rubbish, branches and rocks; lifts containers onto truck, empties contents in truck and returns containers to proper places; assists in erecting concrete forms and mixing and pouring concrete; repairs and patches concrete sidewalks; paints and repairs guard rails and signs; assists in repairing wooden bridges; clears irrigation ditches and removes obstructions such as rocks, mud and weeds and assists a carpenter in repairing wooden irrigation flumes; drills holes in concrete floors with jackhammer; saturates ground areas with solution to kill termites; sprays attics and under pinnings of houses with wood preservative; tears out termite-infested wood from

porches, steps, doors, floorings, window sashes, joists and ceilings; paints all new woodwork with wood preservative; assists a carpenter in repairing leaky roofs with roofing cement and replaces areas with mineral surface paper; replaces burnt out light bulbs; under the supervision of an electrician, repairs light sockets, switches and electrical outlets and replaces fuses; assists a carpenter in hanging doors, replacing window panes, window screen frames, clothes line poles, flooring and door jambs; under the supervision of a plumber, replaces faucet and shower valves, washers, sink and basin traps, hose bibbs and tank bulbs; clears clogged toilets, sinks and basin drain pipes; overhauls, cleans and repairs stoves and burners; assists a painter in preparing surfaces for painting; services motorized equipment by checking and filling gasoline tanks, checking and filling oil in crank case, checking and filling water in batteries, checking air pressure in tires, filling water in radiators and repairing flat tires; washes and greases cars; checks mufflers, springs, brakes, and exhaust pipes and reports findings to a mechanic; assists a carpenter in carrying building materials, supplies and equipment to and from job sites; digs post holes and repairs fences in forest reserve areas; operates a passenger type power mower in cutting grass on public grounds; as lead man, baits, sets and checks rat trap lines for the eradication of rats; operates a pickup truck to transport a work crew, materials, supplies and/or equipment to and from job sites; operates a buster, concrete mixer or similar equipment as a regular work assignment; occasionally assists a plumber in cutting, reaming and threading pipe or a mechanic in cleaning mechanical equipment and shop tools; and performs continuous heavy physical labor in refuse collection as the major work assignment.

### **Minimum Qualification Requirements**

**Experience and Training:** One (1) year of manual unskilled and semi-skilled work experience in general construction and/or maintenance; or any equivalent combination of training and experience.

**Knowledge of:** Common hand tools and equipment used in manual unskilled and semi-skilled work in general construction and/or maintenance; and common methods, procedures, and materials used in general construction and maintenance work, including safety practices.

**Ability to:** Use common hand tools and equipment typical of the class; understand and carry out oral and written instructions; and perform heavy lifting, moving, digging or other manual work typical of the class.

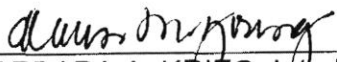
**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the specifications for the class GENERAL LABORER II which were approved on December 13, 1984.

DATE APPROVED: 3/27/2012

  
\_\_\_\_\_  
BY BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development

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Specifications for the Class:

GENERAL LABORER III

**Distinguishing Characteristics**

This class reflects a working supervisor responsible for supervising a work crew and participating in the performance of a variety of repetitive, unskilled and semi-skilled manual work tasks in connection with the construction, maintenance or repair of roads, grounds, buildings, and equipment.

This class differs from General Laborer II in that the General Laborer III, in addition to performing a variety of semi-skilled manual work tasks as the major work assignment, supervises the work of a crew in performing a variety of unskilled and semi-skilled manual work tasks.

**Examples of Duties** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Plans work schedule, assigns work to crew; supervises and participates in cleaning ditches, gutters, culverts, siphons, manholes, and drainage systems; supervises and participates in cutting grass, weeding, mowing lawns, and cleaning sidewalks, highway shoulders, medial strips or other roadside areas; supervises and participates in trimming overhanging branches of trees on roads; supervises and participates in making minor repairs to buildings such as removing rotted and termite infested boards; supervises and participates in collecting and disposing rubbish; supervises and participates in digging trenches and leveling sidewalk areas; supervises and participates in repairing and patching broken pavement, curbs and highway shoulders; maintains drainage ditches and siphons for proper drainage; supervises others in repairing guard rails, traffic signs, markers and wooden bridges; supervises and participates in widening, repairing and resurfacing wearing surfaces of highways; keeps records of work activities of subordinates and prepares periodic time and equipment reports; patrols the assigned section of highway during storms, watches for hazardous conditions such as mud, boulders and trees and other obstructions on pavement and removes same; marks danger areas when necessary; confers with superiors concerning the progress of work assignments and the work performance of subordinates; may keep inventory of supplies and equipment used; may keep time

records; may submit written reports of activities; and may operate a pickup truck to transport a work crew, materials, supplies and/or equipment to and from job sites.

**Minimum Qualification Requirements**

Experience and Training: Three (3) years of manual unskilled and semi-skilled work experience in general construction and/or maintenance; or any equivalent combination of training and experience.

Knowledge of: Common hand tools and equipment used in manual unskilled and semi-skilled work in general construction and maintenance; common methods, procedures and materials used in general construction and maintenance work, including safety practices.

Ability to: Operate and maintain simple construction and maintenance tools and equipment, deal effectively with subordinates and obtain good results from workers supervised; give and receive both oral and written instructions; plan, lay out, assign and review the work of other laborers; perform heavy lifting, moving, digging or other manual work typical of the class.

**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the specifications for the class GENERAL LABORER III, which were approved on December 13, 1984.

DATE APPROVED: 3/27/2012

  
\_\_\_\_\_  
for BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development