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IN REPLY PLEASE REFER TO:  
20:CPO/133

April 30, 2020

TO: Interested Offerors

FROM: Rick T. Sogawa   
Procurement Officer

SUBJECT: Invitation for Bids No. PMB-2020-14, Addendum No. 1  
Security Services at Various Properties Under Asset Management  
Projects 31, 32 and 35 on Oahu

This Addendum No. 1 is to: amend the IFB as follows:

**Part I – Amendments to the IFB:**

1. A subparagraph is added as a new paragraph under Subsection ii. Under Service Activities (Minimum and/or mandatory tasks and responsibilities) for Mayor Wright Homes; b. Roving Foot Patrol on Page 31 and c. Roving Bike Patrol on Page 32, is hereby amended to read as follows:

“ii. Conduct a minimum of four (4) complete rounds of all administrative and community facilities, residential buildings, stairwells, parking lots, common areas, refuse areas and the entire grounds of the properties during each shift following a pre-approved plan or an alternate plan as determined by the HPHA. Additional rounds shall be based on the Successful Bidder’s assessment and need or as request by the Officer-in-Charge.

Unusual situations which prevent the security personnel from conducting a minimum of four (4) complete rounds of the entire grounds of the property shall be recorded in a log book. Any incidents or damages by vandalism, graffiti, and any criminal activity shall be reported to the Officer-in-Charge.

**Any incidents of trespassing and any criminal activity shall be reported to HPD. Security shall trespass the offender and/or record**

**HPD report number. A detailed incident report shall be submitted for each incident, which shall include who was involved, what occurred, and where and when the incident occurred.”**

2. A subparagraph is added as a new paragraph under Subsection ii. Under Service Activities (Minimum and/or mandatory tasks and responsibilities) for Punchbowl Homes; a. Roving Foot Patrol on Page 32, is hereby amended to read as follows:

“ii. Conduct a minimum of eight (8) complete rounds of all administrative and community facilities, residential buildings, stairwells, parking lots, common areas, refuse areas and entire grounds per eight (8) hour shift following a pre-approved plan or an alternate plan as determined by the HPHA. Additional rounds shall be based on the Successful Bidder's assessment and need or as requested by the Officer in-Charge.

Unusual situations which alter the number of rounds shall be recorded in a log book. Any incidents or damages by vandalism, graffiti, and any criminal activity shall be reported to the Officer-in-Charge.

**Any incidents of trespassing and any criminal activity shall be reported to HPD. Security shall trespass the offender and/or record HPD report number. A detailed incident report shall be submitted for each incident, which shall include who was involved, what occurred, and where and when the incident occurred.”**

3. A subparagraph is added as a new paragraph under Subsection ii. Under Service Activities (Minimum and/or mandatory tasks and responsibilities) for Makamae; a. Roving Foot Patrol on Page 32, is hereby amended to read as follows:

“ii. Conduct a minimum of eight (8) complete rounds of all administrative and community facilities, residential buildings, stairwells, parking lots, common areas, refuse areas and the entire grounds of the property during each seven (7) hour shift period following a pre-approved plan or an alternate plan as determined by the HPHA. Additional rounds shall be based on the Successful Offeror's assessment and need or as requested by the Officer-in-Charge.

Unusual situations which prevent the security personnel from conducting a minimum of eight (8) complete rounds of the entire grounds of the property shall be recorded in a log book. Any incidents or damages by vandalism, graffiti, and any criminal activity shall be reported to the Officer-in-Charge via incident report. Incident reports must be submitted to the property office by the next business day.

**Any incidents of trespassing and any criminal activity shall be reported**

**to HPD. Security shall trespass the offender and/or record HPD report number. A detailed incident report shall be submitted for each incident, which shall include who was involved, what occurred, and where and when the incident occurred.”**

4. A subparagraph is added as a new paragraph under Subsection ii. Under Service Activities (Minimum and/or mandatory tasks and responsibilities) for Kalanihuia; a. Roving Foot Patrol on Page 34, is hereby amended to read as follows:

“ii. Conduct a minimum of eight (8) complete rounds of all administrative and community facilities, residential buildings, stairwells, parking lots, common areas, refuse areas and the entire grounds of the property during each seven (7) hour shift period following a pre-approved plan or an alternate plan as determined by the HPHA. Additional rounds shall be based on the Successful Offeror's assessment and need or as requested by the Officer-in-Charge.

Unusual situations which prevent the security personnel from conducting a minimum of eight (8) complete rounds of the entire grounds of the property shall be recorded in a log book. Any incidents or damages by vandalism, graffiti, and any criminal activity shall be reported to the Officer-in-Charge via incident report, submitted by the next business day.

**Any incidents of trespassing and any criminal activity shall be reported to HPD. Security shall trespass the offender and/or record HPD report number. A detailed incident report shall be submitted for each incident, which shall include who was involved, what occurred, and where and when the incident occurred.**

Monitor parked vehicles on the property premises and initiate action to tow vehicles from the property that do not have a valid parking decal. Notify the Officer-in-Charge of tow via incident report. Conduct visual inspection of parking areas for applicable current parking decals and suspicious activities. Tow vehicles parked in unauthorized areas.”

5. A subparagraph is added as a new paragraph under Subsection viii. Under Service Activities (Minimum and/or mandatory tasks and responsibilities) for Pumehana; a. Lobby Guard on Page 35, is hereby amended to read as follows:

“viii. Provide uninterrupted lobby coverage throughout each day for the duration of the Contract. Maintain daily log of visitors in and out of the building as prescribed by the Officer-in-Charge.

**Any incidents of trespassing and any criminal activity shall be reported to HPD. Security shall trespass the offender and/or record HPD report number. A detailed incident report shall be submitted for**

**each incident, which shall include who was involved, what occurred, and where and when the incident occurred.”**

6. All other terms and conditions of the IFB, shall remain in full force and effect.

