May 8, 2020

TO: Interested Offerors

FROM: Rick T. Sogawa
Procurement Officer

SUBJECT: Invitation for Bids No. PMB-2020-14, Addendum No. 3
Security Services at Various Properties Under Asset Management
Projects 31, 32 and 35 on Oahu

This Addendum No. 3 is to: 1) provide the Pre-Bid Teleconference meeting minutes conducted on May 6, 2020; 2) provide responses to written questions received up until May 6, 2020; and 3) amend the IFB as follows:

**Part I Pre-Bid Teleconference Meeting Minutes:**

See attached Minutes.

**Part II – Amend Bid Submittal Due Date/Time:**

All corresponding dates/times provided in the IFB shall be amended to follow the revised timeline as indicated below.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Scheduled Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Notice Announcing IFB</td>
<td>April 27, 2020</td>
</tr>
<tr>
<td>Distribution of Bid Specs/Bid Offer Form</td>
<td>April 27, 2020</td>
</tr>
<tr>
<td>Pre-Bid Conference</td>
<td>May 6, 2020, 9:00 a.m. HST</td>
</tr>
<tr>
<td>Site Inspection Period</td>
<td>May 6, 2020 – May 13, 2020</td>
</tr>
<tr>
<td>Written Questions Due to the HPHA</td>
<td>May 6, 2020</td>
</tr>
<tr>
<td>Written Responses Due from the HPHA</td>
<td>May 8, 2020</td>
</tr>
<tr>
<td>Bid Submittal Deadline</td>
<td>May 15, 2020, 10:00 a.m. HST</td>
</tr>
<tr>
<td>Bid Opening</td>
<td>May 15, 2020, 10:15 a.m. HST</td>
</tr>
<tr>
<td>Notice of Award</td>
<td>May 2020</td>
</tr>
<tr>
<td>Contract Execution</td>
<td>May 2020</td>
</tr>
<tr>
<td><strong>Contract Start Date</strong></td>
<td><strong>May 31, 2020 or upon issuance of a Notice to Proceed</strong></td>
</tr>
</tbody>
</table>
Part III – Responses to Written Questions:

Question 1. How many copies are required with the original copy?
Response: (1) original bid Bid Offer Form is required. Please reference Section Section 3 Bid Offer Form and Instructions on Pg. 52.

Question 2. Who is the current incumbent?
Response: Jan-Guard Hawaii, LLC

Question 3. When were they awarded the contract?
Response: May 16, 2019

Question 4. Copy of current contract?
Response: The HPHA is currently gathering the information and will issue a response as an addendum to the IFB.

Question 5. Estimated usage (number of hours) of prior contract?
Response: The HPHA is currently gathering the information and will issue a response as an addendum to the IFB.

Question 6. How many weekly/monthly/annually hours are required for this bid?
Response: Please reference Attachment 2 Bid Offer Form for bid hours required.

Question 7. What is the current bill rate?
Response: The HPHA is currently gathering the information and will issue a response as an addendum to the IFB.

Question 8. Is the overtime rate lined in the contract?
Response: Please reference paragraph F. on Pg. 23

“F. The unit bid price shall be applicable to security services provided during and after business hours. The HPHA is not responsible for and shall not pay overtime pay resulting from the Successful Bidder’s scheduling of employees.”
Question 9. What was the contract amount spent last year?

Response: The HPHA is currently gathering the information and will issue a response as an addendum to the IFB.

Question 10. Is there any minimum wage/pay?

Response: Please reference paragraph E. on Pg. 23.

"E. Prior to entering into a Contract in excess of $25,000, an interest bidder shall certify that it complies with section 103-55, HRS, wages, hours, and working conditions for employees of the Contractor performing the services. Section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Interested bidders are further advised that in the event of an increase in wages for public employees performing similar work during the period of the resulting Contract, the Successful Bidder shall be obligated to provide such increased wages.

Bidders shall complete, certify and submit the attached Wage Certification by which the bidder certifies that the services required will be performed pursuant to section 103-55, HRS. See Attachment 1.

Bidders are advised that section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Bidders are further advised that in the event of an increase in wage rates to public employees performing similar work during the Contract period, the Successful Bidder will be obligated to perform wages not less than those increased wages.

The HPHA has determined that work to be performed under this Contract is similar to a Security Officer I classification in Bargaining Unit 3; therefore, the Successful Bidder shall be required to pay their employees the published prevailing State wages for worked performed under the resulting Contract. At the release of this IFB, the published State prevailing basic hourly wage are as follows:
The HPHA has determined that work to be performed under this Contract is similar to a Security Officer I classification in Bargaining Unit 3; therefore, the Successful Bidder shall be required to pay their employees the published prevailing State wages for worked performed under the resulting Contract. At the release of this IFB, the published State prevailing basic hourly wage are as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Pay Grade</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Officer I</td>
<td>SR-13</td>
<td>$16.78</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$17.66</td>
</tr>
</tbody>
</table>

**Question 11.** Does the District abide by any City Live Wage Ordinances or just minimum wage? Is there any prevailing wage, living wage ordinance, state or local mandated wage, contract specific wage, or collective bargaining agreement?

Response: Please reference paragraph E. on Pg. 23.

**Question 12.** Is there a desired page limit for the proposal submission?

Response: Please reference Section 3 on Pg. 52 Bid Offer Form and Instructions.

**Question 13.** Are there any additional Security guard services to this contract?

Response: All required security services for the contract are listed in the IFB.

**Question 14.** Are vehicles required for this bid? If so, how many and what type are needed?

Response: Vehicles are not required for this bid. Please reference paragraph 10. on Pg. 41.

"2. Equipment Requirements

a. The HPHA shall provide a Watchman Recording Device, Detex or equal for control and monitor of roving on the properties. The HPHA reserves the right to change the locations and/or number
of check points at each property due to unforeseen circumstances, including without limitation, emergency situations identified criminal hot spots. The HPHA shall be responsible for all costs and maintenance of the recording device.

b. The Successful Bidder shall provide, where applicable, each roving patrol officer with a bicycle, any other applicable equipment, and be responsible for the maintenance of the bicycle and applicable equipment.

c. All security officers shall be uniformed bearing the company name and/or logo with their name tags easily visible, without sidearms.

d. The Successful Bidder shall provide each security officer a walkie-talkie with hands-free capability. The Successful Bidder may also provide each security officer with a cellular phone or other appropriate means of communication, flashlight, and appropriate gear for inclement weather.

e. The Successful Bidder shall provide the security supervisor/dispatcher with a cellular phone or other appropriate means of communication. The Successful Bidder may provide tenants access to a direct line or other appropriate means to the security officers for emergencies. The Successful Bidder may post a central dispatch number for tenants to contact.

f. The Successful Bidder shall be responsible for all equipment costs and maintenance of the cellular phone and/or other appropriate means of communication.”

Question 15. How many vehicles and what types of vehicles is the incumbent using?

Response: Vehicles are not required for this bid. Please reference paragraph 10. on Pg. 41.

Question 16. Are there any more equipment required other than which it’s mentioned in the proposal?
Response: All equipment required for the contract are listed in the IFB.

**Question 17.** Are vehicles being direct billed or included in rates?

Response: Vehicles are not required for this bid.

**Question 18.** Is this bid subject to a union or CBA?

Response: The HPHA is currently gathering the information and will issue a response as an addendum to the IFB.

**Question 19.** Does the this IFB require a more thorough written narrative or proposal outside of the forms provided?

Response: Please reference Section 3 on Pg. 52 Bid Offer Form and Instructions.

**Question 20.** Is lunch time paid?

Response: Lunch time is not paid by the HPHA.

**Question 21.** What type of security do you envision utilizing? (Roving Patrols, Response Work, Cameras & Remote Technology, etc.)

Response: Please reference Subsection III. on Pg. 26 Scope of Work.

**Question 22.** What is the initial term of contract? Are there any option years; if so, how many?

Response: Please reference Subparagraph D. on Pg. 21

**Question 23.** What is the initial term of contract? Are there any option years; if so, how many?

Response: “D. Single or multi-term contracts to be awarded

- Single term (≤ 12 mos)   Multi-term (> 12 mos)

Initial term of contract: Up to 12 months

Length of each extension: Up to 12 months; may be less than 12 months when it is in the best interest of the State

Maximum length of contract: 36 months

AN EQUAL OPPORTUNITY AGENCY
Providing Housing Assistance and Programs Free from Discrimination
The Initial Contract Period shall commence May 31, 2020, 12:00 p.m. noon HST, and end May 31, 2021, 12:00 p.m. noon HST.”

**Question 24.** How are meal breaks currently being conducted? Are there enough officers to break each other?

Response: The Successful bidder shall work with Officer-in-Charge regarding break scheduling.

**Question 25.** How many sites need services?

Response: Please reference paragraph B. on Pg. 13.

"B. Area of Service

The Successful Bidder(s) shall be required to certify that it is capable of providing services to all properties listed below during the Initial Contract Period and all applicable option periods:

<table>
<thead>
<tr>
<th>Asset Management Project</th>
<th>Property Name</th>
<th>Property Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMP 31</td>
<td>Kalihi Valley Homes</td>
<td>2250 Kalena Drive Honolulu, Hawaii 96819</td>
</tr>
<tr>
<td>AMP 32</td>
<td>Mayor Wright Homes</td>
<td>521 North Kukui Street Honolulu, Hawaii 96817</td>
</tr>
<tr>
<td>AMP 35</td>
<td>Punchbowl Homes</td>
<td>730 Captain Cook Avenue Honolulu, Hawaii 96813</td>
</tr>
<tr>
<td></td>
<td>Makamae</td>
<td>21 South Kuakini Street Honolulu, Hawaii 96813</td>
</tr>
<tr>
<td></td>
<td>Kalanihuiua</td>
<td>1220 Aala Street Honolulu, Hawaii 96817</td>
</tr>
<tr>
<td></td>
<td>Pumehana</td>
<td>1212 Kinau Street Honolulu, Hawaii 96814</td>
</tr>
</tbody>
</table>

See Attachment 15 for Site Maps."

**Question 26.** Is there a specified way you would like responses to come? For example, bound, unbound, 3-ring binder(s)

Response: Please reference Section 3 on Pg. 52 Bid Offer Form and Instructions.

AN EQUAL OPPORTUNITY AGENCY
Providing Housing Assistance and Programs Free from Discrimination
Question 27. How many total guards are needed for this job?

Response: Please reference Subsection III. on Pg. 26 Scope of Work.

Question 28. Will the successful bidder be granted the option to retain individuals who are presently assigned to HPHA sites upon being awarded the contract?

Response: The HPHA is currently gathering the information and will issue a response as an addendum to the IFB.

Question 29. Will all personnel assigned to the contract be required to attend an orientation conducted by the HPHA for the duration of the contract?

Response: The HPHA is currently gathering the information and will issue a response as an addendum to the IFB.

Question 29. Will liquidated damages be imposed on the successful bidder if unable to increase staffing (Emergency Services) with at least two (2) hours’ notice?

Response: The HPHA is currently gathering the information and will issue a response as an addendum to the IFB.

Part IV – Amendments to the IFB:

1. Paragraph b under Subsection III. Scope of Work on Page 28 under Section 2 of the IFB is hereby amended to read as follows:

“b. Roving Foot Patrol

“i. The Successful Bidder shall provide roving foot patrol tours seven (7) days a week, including State holidays

The tentative period of coverage shall be as follows:

Sunday through Saturday (one (1) security officer/shift)
7:00 a.m. to 3:00 p.m. eight (8) hours

Sunday through Saturday (two (2) security officers/shift)
3:00 p.m. to 11:00 p.m. eight (8) hours
11:00 p.m. to 7:00 a.m. eight (8) hours”
May 8, 2020
IFB PMB-2020-14, Addendum No. 3
Page 9

The HPHA reserves the right to change the period of coverage, including
without limitation to the number of officers per shift and the number of hours
per shift."

2. Attachment 2 – Bid Offer Form is amended to add Bid Offer Forms for AMP 31
and AMP 32:

See attached Bid Offer Forms.

3. All other terms and conditions of the IFB, as previously amended, shall remain in
full force and effect.
Pre-Bid Conference Minutes
IFB PMB-2020-14
Furnish Security Services at Various Properties Under Asset Management Projects 31, 32, and 35 on Oahu

May 6, 2020
9:00 am

Attendance:
Rick Sogawa – HPHA
Tiana Kobashigawa – HPHA
Jadi Rodriguez – HPHA
Sheldon Kaopua – Star Protection Agency LLC

I. Welcome

A. Introduction of HPHA Staff

1. Rick Sogawa – Procurement Officer, oversees the procurement process and ensure that we adhere to procurement rules and policies.

2. Jadi Rodriguez – Contract Specialist, sitting in to observe the pre-bid teleconference.

3. Tiana Kobashigawa – Contract Specialist/RFP Coordinator, conducts the procurement and is the main point of contact for this procurement; contact info provided on page 2 of IFB.

B. This Conference is to highlight the IFB requirements, bidders are responsible for the full content of the IFB. Submission of a bid shall be regarded as the bidder’s assurance that he/she is willing and able to comply with all aspects/requirements of the IFB. All new/additional information will be distributed in the form of an addendum.

II. Section 1 – Administrative Overview

A. Procurement Timeline (Pg. 3)

- **Site Inspection Period:** 5/6/2020 – 5/13/2020 to thoroughly familiarize themselves with the existing conditions and the nature of the work to be performed;
  - Contact the Officer-in-Charge as provided on pages 2 and 3 of the IFB to arrange for a site visit.
  - No additional compensation shall be allowed by reason of any misunderstanding or error regarding the conditions/layout or work to be performed at the properties.

- **Written Questions Due:** Today, 5/6/2020

- Response to written questions received by 5/6 will be issued via Addendum: Friday, 5/8/2020
  - questions received after 5/6 may/may not receive a formal response
• **Sealed Bid Offers Due:** 10am, Friday, 5/15/2020
• Public Bid Opening: 10:15am, Friday, 5/15/2020
• Notice of Award: May 2020
• Contract Execution: May 2020
• Contract Start Date: 5/31/2020

The HPHA reserves the right to amend or revise the timetable without prior written notice. Contract execution and start date are subject to the availability of funds.

B. Wage and Labor Law Compliance in accordance with section 103-55, Hawaii Revised Statutes (Pg. 5). Prior to entering into a Contract in excess of $25,000, the successful bidder shall certify that services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work; See Attachment 1 – Wage Certificate.

C. Rejection of Bids (Pg. 8).

1. The HPHA reserves the right to consider as acceptable only bids submitted in accordance with all requirements set forth in the IFB and demonstrate an understanding of the service specifications.

2. Bids offering terms and conditions contradictory to those included in the IFB may be rejected.

D. Protests (Pg. 9).

1. Actual/prospective bidder may protest the solicitation or award of services only for a serious violation of procurement policies and operational procedures.

2. Protests shall be submitted in writing within 5 business days after the posting of an award.

3. Awards are posted on the State Procurement Office Hawaii Award and Notices Data System (HANDS). Contact information for protest and website information provided on Pg. 10.

III. Section 2 – Specifications

A. Area of Service (Pg. 13). Services are solicited for Asset Management Projects (AMPs) 31, 32 and 35 (AMPs/Properties listed on Pg. 13). See attachment 15 for site maps of each property.

B. Qualifying Requirements (Pg. 14)

1. Prior to award of a contract, bidders shall demonstrate compliance with Federal and State laws (IRS, Dept. of Taxation, DCCA, DLIR).

   a. A Certificate of Vendor Compliance issued from the Hawaii Compliance Express may be submitted to satisfy this requirement. Info on the HCE is provided on Pg. 15.
b. Bidders are advised to apply for the certificate as soon as possible. If a valid certificate is not submitted on a timely basis for award of a Contract, a bid otherwise responsive and responsible may not receive an award.

2. Indemnification (Pg. 16)

Successful Bidder shall defend, indemnify, and hold harmless the State of Hawaii, the HPHA, its elected and appointed officials, officers, and employees from and against all liability, loss, damage, and demands arising out of or resulting from the acts or omissions of the Successful Bidder or the Successful Bidder’s officers, employees, agents, or subcontractors.

3. Insurance requirement (Pg. 16)

a. General Liability: $2 mil combined single limit per occurrence for bodily injury and property damage;

b. Auto Liability: $1 mil bodily injury per person, $1 mil bodily injury per accident, and $1 mil property damage per accident OR combined single limit of $2 mil; and

c. Workers Compensation: limits as required by applicable State laws.

An umbrella policy may be used in addition to the mandatory insurance policies to supplement the coverages provided that the HPHA approves and the umbrella policy follows the underlying coverage forms.

4. Business Office (Pg. 18)

a. Successful Bidder shall have a permanent office in the State where he/she conducts business and have a designated local point of contact in the State of Hawaii where he/she will be accessible in person or via telephone during normal Hawaii State government business hours from 7:45am to 4:30pm HST. See Attachment 17 for Hawaii government observed holidays.

b. Answering services are not acceptable.

c. A permanent office location and phone number shall be stated in the Bidder’s bid offer.

5. Section 3 of the U.S. Housing Act of 1968 (Pg. 18)

a. To the greatest extent possible, ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects, be directed to low- and very-low income persons, particularly persons who are recipients of HUD assistance for housing.

b. With all things being equal, commit to a hiring preference for low- and very-low income persons, which includes advertising the vacancies to this population.
c. Some of the requirements may include: vacancy/recruitment announcements posted at our public housing offices targeting the low- and very-low income residents, quarterly new hire report.

d. Specific requirements will be provided to the Successful Bidder. Sample recruitment announcements and reports may be provided to the Successful Bidder.

C. Type of Contract (Pg. 20)

1. Formal written contract based on competitive sealed bids for goods and services; see Sample Contract in Attachments 4 – 9

2. Subcontracting or assignments are not allowed without the prior written approval of the HPHA.

D. Single contract shall be awarded (Pg. 21)

1. Initial contract term will be 12 months, effective 6/1/2020, with up to 24 months of options to extend

2. Each extension period shall not exceed 12 months and shall be exercised at the sole discretion of the HPHA.

E. Bid price (Pg. 23), see Attachment 2 – Bid Offer Form.

1. Unit bid prices shall be submitted for each property within the applicable geographical location Bid Offer Form.
   a. Unit bid prices solicited include hourly rates for gate/lobby guard, roving foot/bike patrol, admin/judicial hearing, and emergency hours.
   b. Total bid price shall be the all-inclusive price charged to the HPHA to include, without limitation, security, administrative and supervisory personnel costs, benefits, equipment and equipment maintenance, applicable taxes and all other necessary costs to provide the services specified in the IFB.
   c. Should also factor in cost increases associated with admin/personnel benefits required by law.

2. Bid prices shall be firm for the duration of the contract period (initial contract period, option years 1 and 2).

3. Successful Bidder shall be the responsive and responsible bidder who submitted the lowest Grand Total Bid Price.

4. Bidders should account for any published wage increase in the bid price as the HPHA shall not approve contract adjustment requests due to wage increase during the term of the contract that are known.
5. Contract price adjustment (Pg. 24)

   a. At the release of this solicitation, the wages effective 1/1/2019 for state employees performing similar work are known and published by DHRD, if wages increase after the execution of the contract, the successful bidder may request an increase in Contract price.

   b. The successful bidder shall not be paid for any reimbursement of retroactive pay negotiated by the state.

   c. Request for the increase must meet the criteria listed on pg. 24. Current wage information can be obtained on the DHRD website. Website address listed on pg. 25

F. Scope of Work (Pg. 26)

1. Work included in the resulting Contract shall consist of furnishing labor, equipment, supplies and all related administrative and supervisory personnel necessary to provide security services at Kalihi Valley Homes (AMP 31), Mayor Wright Homes (AMP 32), Punchbowl Homes, Makamae, Kalanikuia and Pumehana (AMP 35) on Oahu. The HPHA reserves the right to increase or decrease the period of security coverage for all properties.

2. Service Activities (Minimum and or/mandatory tasks and responsibilities)

   a. Kalihi Valley Homes (Pg. 26)

      i. Successful bidder shall provide (1) Vehicle Gate Guard, seven (7) days a week, including state holidays, unless otherwise instructed by the HPHA.

      ii. Vehicle gate guard shall stop, monitor and check all incoming vehicles for valid parking decals or special parking passes/permits, and valid identification unless otherwise instructed by the HPHA.

      iii. Vehicle gate guard shall issue temporary guest permit(s) to authorized guests and enter their information in a daily entry log. Exceptions would be delivery drivers, C&C Handivan, police/fire/ambulance vehicles, HPHA State vehicles and private vehicles operated by HPHA staff (as long as they are able to produce valid identification). Handivan drivers would need to provide evidence that an occupant of is a tenant of Kalihi Valley homes.

      iv. Vehicle gate guard shall prohibit any vehicles and/or pedestrians with unapproved live animals to enter the premise.

      v. The tentative period of coverage is:

         Sunday through Saturday
         24 hours per day
vi. Successful bidder shall provide roving foot patrol personnel at Kalihi Valley Homes. Note: Roving schedule will be added to IFB via an addendum. The tentative period of coverage is:

   **Sunday through Saturday (one (1) security officer/shift)**
   7:00 a.m. to 3:00 p.m. eight (8) hours

   **Sunday through Saturday (two (2) security officers/shift)**
   3:00 p.m. to 11:00 p.m. eight (8) hours
   11:00 p.m. to 7:00 a.m. eight (8) hours

vii. Roving patrol personnel must conduct Conduct a minimum of five (5) 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 shift period following a pre-approved plan or an alternate plan as determined by the HPHA.

viii. (Applies to all properties) 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, including the who, what, where and when the incident occurred.

b. Mayor Wright Homes (Pg. 28)

i. Successful bidder shall provide (1) Vehicle Gate Guards at each gate, Gate 1; Liliha Street and Gate 2; Pua Lane seven (7) days a week, including state holidays, unless otherwise instructed by the HPHA.

ii. Vehicle gate guard shall stop, monitor and check incoming vehicles for valid AMP 32 vehicle parking decal or special parking pass/permit and check each occupant ages 18 years and older in the vehicle for a valid AMP 32 tenant identification, unless otherwise instructed by the HPHA.

iii. Vehicle gate guard shall issue temporary guest permit(s) identifying the visitor(s), make/model and license plate of vehicle, and name of the tenants' unit residing at the property; this information shall be maintained in the Gate Guard's daily entry log.

iv. Provide uninterrupted traffic control services throughout each day for the duration of the Contract. Maintain daily log of vehicular traffic in and out of the property as prescribed by the Officer-in-Charge.

v. Allow entry to vendors or individuals having official business with the HPHA's property management agent.

vi. Prohibit all vehicles and/or pedestrians with unapproved live animals aboard to enter the premises.
vii. The tentative period of coverage shall be as follows:

Gate 1 - Liliha Street:

**Sunday through Saturday ([one] 1 security officer/shift)**
24 hours per day

Gate 2 - Pua Lane:

**Sunday through Saturday ([one] 1 security officer/shift)**
24 hours per day

viii. The Successful Bidder shall provide roving foot patrol tours seven (7) days a week, including State holidays.

The tentative period of coverage shall be as follows:

**Sunday through Saturday (four (4) security officers/shift)**
11:00 p.m. to 7:00 a.m. eight (8) hours
*Patrol to consist of teams of two (2) security officers at all times

ix. 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.

x. Any incidents or damages by vandalism, graffiti, and any criminal activity shall be reported to the Officer-in-Charge.

c. Punchbowl Homes (Pg. 32)

i. The Successful Bidder shall provide roving foot patrol tours seven (7) days a week, including State holidays. The tentative period of coverage shall be as follows:

**Sunday thru Saturday ([one] 1 security officer/shift)**
5:00 p.m. - 11:00 p.m.; six (6) hours
11:00 p.m. - 7:00 a.m.; eight (8) hours

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 shift following a pre-approved plan or an alternate plan as determined by the HPHA.
iii. Any incidents or damages by vandalism, graffiti, and any criminal activity shall be reported to the Officer-in-Charge.

d. Makamae (Pg. 32)

i. The Successful Bidder shall provide roving foot patrol tours seven (7) days a week, including State holidays. The tentative period of coverage shall be as follows:

Provide roving foot patrol tours seven (7) days a week, including State holidays. The tentative period of coverage shall be as follows:

**Sunday thru Saturday [one (1) security officer/shift]**  
8:00 a.m. - 4:00 p.m.; eight (8) hours  
4:00 p.m. - 12:00 a.m.; eight (8) hours

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 shift following a pre-approved plan or an alternate plan as determined by the HPHA.

iii. 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.

e. Kalanihuia (Pg. 33)

i. The Successful Bidder shall provide roving foot patrol tours seven (7) days a week, including State holidays. The tentative period of coverage shall be as follows:

**Sunday thru Saturday [one (1) security officer/shift]**  
5:00 p.m. - 5:00 a.m.; 12 hours

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 shift following a pre-approved plan or an alternate plan as determined by the HPHA.

iii. 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.

f. Pumehana (Pg. 34)

i. The Successful Bidder shall security coverage at the building’s lobby/entrance as follows:

**Sunday thru Saturday [one (1) security officer/shift]**  
6:00 p.m. – 7:00 a.m.; 13 hours
ii. Allow police/fire fighter/paramedics to enter the premises.

iii. Allow entry to vendors or individuals having official business with the HPHA.

iv. Allow household movers or deliveries to tenants entry after providing required information as specified by the Officer-In-Charge.

v. Stop and check all incoming guests for government issued identification unless otherwise instructed.

vi. Obtain consent from tenant to authorize guest entry onto premises, unless otherwise instructed.

vii. Prohibit all guests and tenants with unapproved live animals to enter the property, unless otherwise instructed.

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.

ix. 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.

g. The Successful Bidder shall provide the following services at each property (Pg. 35).

i. Enforce project rules and lease provisions See Attachments 16 and 17.

ii. Determine the need for and to summon the Honolulu Police Department (HPD) when intervention or arrest is necessary. Cooperate with and assist the police, if necessary, and testify in court or administrative hearings when required.

iii. Maintain confidentiality of all documents viewed or information gathered during the performance of his/her duties, including discussing with the residents the details of incidents on property without the express consent of the Officer-in-Charge.

iv. During an extraordinary event, enforce HPHA’s rules with jurisdiction over the event (e.g., during a pandemic enforce the social distancing recommendation and do not allow tenants to gather in groups larger than 10).

h. Special Events (Pg. 37)
i. The Successful Bidder shall agree to change the security schedules for special events requiring increased security services. Changes to the security schedule may include increased number of hours per day or number of security personnel on a special event basis. Special events may include an increase in criminal activity and increase in gang activity. Projected number of special event hours for each contract period listed on page 38.

i. Administrative and/or judicial hearings (Pg. 28)

i. The Successful Bidder agrees that security personnel shall appear at administrative and/or judicial proceedings to provide testimony when requested. The bid price per hour for appearing at administrative and judicial hearings shall not exceed the bid price per hour for regular scheduled security services. Projected number of administrative and/or judicial hearing hours for each contracted period is listed on page 39.

j. Emergency Services (Pg. 39)

i. The Successful Bidder shall agree to change security schedules in the event of an emergency to accommodate anticipated needs for increased security due to unforeseen circumstances.

k. Community Support (Pg. 40)

i. On a monthly basis, the Successful Bidder shall provide a supervisor to participate in a community walk with the HPHA Officer-in-Charge or designee and/or a tenant community group. The purpose of the walk is to receive input of community concerns from the HPHA management staff, tenants, and/or community volunteers.

l. Reporting Requirements (Pg. 40)

i. Prepare and submit Incident Reports to the HPHA, detailing all disturbances, incidents and violations of site rules.

ii. On a bi-weekly basis, prepare and submit daily check point printouts of Watchman Recording Device, Detex or similar, to the Contract Administrator.

m. Equipment Requirements

i. The HPHA will provide a Watchman Recording Device, Detex or similar device.

ii. The Successful Bidder shall provide, where applicable a bicycle for roving patrol security or any other applicable equipment, and will be responsible for the maintenance of the bicycle and applicable equipment.

iii. Security officers shall be uniformed bearing the company name and/or logo with their name tags easily visible, without sidearms.
iv. The Successful Bidder shall provide security with hands- free walkie-talkie and may also provide each security officer with a cellular phone or other appropriate means of communication, flashlight, and appropriate gear for inclement weather.

v. The Successful Bidder shall provide the security supervisor/dispatcher with a cellular phone or other appropriate means of communication and may provide tenants access to a direct line to the security officers for emergencies. The successful bidder will be responsible for all equipment costs and maintenance of the cellular phone and/or other means of communication.

n. Facilities

i. The HPHA shall provide restroom facilities, where possible, within the property and may provide space which may include electricity, internet access, and telephone. The Successful Bidder shall be responsible for the daily upkeep of all assigned facilities and will be responsible for any damages to the facilities caused by personnel. The HPHA will provide a secure space to store bicycles when necessary.

o. Management Requirements and Qualifications (Minimum requirements) (Pg. 42)

i. The Successful Bidder shall ensure that all personnel meet the minimum qualifications to include:

1) licensing requirements pursuant to the HRS;
2) at least two (2) years relevant experience in law enforcement and/or security;
3) one (1) year of experience with the Bidder.

The Successful Bidder shall provide documentation with the Bid Offer Form that its personnel have met the licensing requirements and experience requirements. See Attachment 19 (IFB says attachment 18 will send out addendum to correct).

ii. Security officers shall be required to attend an orientation conducted by the HPHA prior to the start of services.

iii. The Successful Bidder shall be solely responsible for the behavior and conduct of their employees or agents on STATE property and shall instruct security personnel to fully cooperate with the Officer-in-Charge. Security personnel shall refrain from socializing or fraternizing with the residents of the property while on duty.

iv. At the request of the HPHA, the Successful Bidder shall remove immediately and not employ any person who does not perform his/her duties and responsibilities in a proper and skillful manner, intoxicated, disorderly, abusive, or unable to demonstrate tact and diplomacy in dealing with the public.
v. The Successful Bidder shall relieve any security officer who is arrested for any major crimes or felony. The HPHA will have final authority to allow the individual to perform security duties pending investigation, resolution or conviction.

vi. The Successful Bidder shall inform the Officer-in-Charge of all security officers employed under this Contract who is a registered sex offender.

vii. The Successful Bidder shall have a properly licensed supervisor to oversee the entire operation. All security officers shall be under the supervision of the Successful Bidder.

viii. Security personnel will refrain from having personal visitors and from socializing while on duty. Telephone calls shall be limited to emergencies.

ix. The Successful Bidder shall select only those individuals capable of demonstrating the following:

   Ability to exercise good judgement.

   Maturity in conduct and attitude.

   Ability to communicate in English both verbally and in writing and read simple instructions.

x. The following are the minimum physical requirements:

   Able to hear at a normal conversational level.

   Able to serve a normal shift walking, riding, standing, manning posts, using stairs or elevators, and operating motor vehicles if required.

   Correctable vision to 20/20 in each eye.

xi. Each security officer shall comply with HRS, regarding Guards; registration, instruction, training, testing, and required continuing education; renewal of registration and shall meet the following requirements:

   Be not less than 18 years of age.

   Possess a high school education or equivalent.

   Not presently suffering from any psychiatric or psychological disorder directly related and detrimental to a person's performance in the profession.

   Not convicted in any jurisdiction of a crime reflecting unfavorably on the fitness of the individual to perform services as a guard, unless the conviction was nulled or expunged by court order.
Successfully complete eight (8) hours classroom instruction before the first day of services and four (4) hours of classroom instruction annually. Classroom instruction must be provided by an instructor who is approved by the board.

xii. Smoking of tobacco, electronic smoking devises, or any other plant material is strictly prohibited on HPHA properties. Such violation may be considered a breach of the resulting Contract and result in suspension or termination of the Contract.

p. Administrative (Pg. 46)
   i. The Successful Bidder shall be required to attend quarterly meetings or upon request by the Officer-in-Charge and/or Contract Administrator.

   ii. Every four (4) weeks, the Officer-in-Charge and/or Contractor Administrator shall submit a report to the Successful Bidder listing any discrepancies or Contract violation(s) requiring correction. The Successful Bidder shall notify the Officer-in-Charge within five (5) calendar days of the action(s) to be taken to correct the deficiencies.

q. Payment (Pg. 48)
   i. Separate invoices shall be submitted to the HPHA for services rendered at AMP 31 - Kalihi Valley Homes, AMP 32 - Mayor Wright Homes, AMP 35 – Punchbowl Homes, AMP 35 – Makamae, AMP 35 – Kalanihua, and AMP 35 - Pumehana.

      The Successful Bidder shall submit on a monthly basis one (1) original itemized invoice for services rendered to the HPHA. All invoices shall reference the Contract number assigned to the Contract.

   ii. The Successful Bidder shall submit monthly itemized invoices for payment, listing service dates, security officer names, and man-hours of security services rendered for the previous month.

   iii. Separate invoices shall be submitted for special events, admin/judicial hearings and emergency services and may be paid through other means such as State purchase orders.

   iv. Invoice for the month of June shall be submitted to the HPHA by the 20th of June for work performed for the period from June 1st to June 15th for payment processing in order to comply with the HPHA's fiscal year-end close out processes. For work performed for the period from June 15th to June 30th, the invoice shall be submitted to the HPHA not later than July 15th for payment processing.

   v. For final payment, the Successful Bidder must submit a valid tax clearance certificate and a "Certification of Compliance for Final Payment" Form SPO-22 available on the SPO website listed on page 49.
G. Contract Monitoring & Remedies (Pg. 41)

1. Ongoing monitoring performed by the respective Officer-In-Charge and the Contract Administrator.

2. If the Successful Bidder fails, refuses, or neglects to perform the services in accordance with the IFB requirements, the HPHA reserves the right to purchase in the open market, a corresponding quantity of services, and deduct from the Successful Bidder the costs from any monies due or that may thereafter become due to the Successful Bidder.

3. Liquidated damages is fixed at the sum of $50 for each appliance per calendar day that the Successful Bidder fails to perform in whole or in part any of its obligations under the resulting Contract in accordance with the terms of the General Conditions. See Attachment 10.

4. Damages caused by the Successful Bidder’s equipment or employees to existing utilities and structures, such as water lines, electric conduits, sewer lines, and buildings shall be repaired by the Successful Bidder.

IV. Section 3 – Bid Offer Form and Instructions (Pg. 52)

A. Bid offers shall be submitted using the Bid Offer Form prescribed in the IFB, see Attachment 4; re-created forms or other forms may be rejected and deemed non-responsive. (AMPs 31 and 32 missing from downloaded version of IFB, will send out addendum to amend).

B. Bidders shall complete the Seal Bid Offer Form in its entirety. A written response is required for each item unless indicated otherwise.

C. No supplemental literature, brochures or other unsolicited information should be included in the bid packet.

See Attachment 20 – Bid Submittal Checklist.

V. Section 4 – Bid Evaluation and Award (Pg. 55)

A. Bid offers received by the due date and time will be reviewed.

B. An award shall be made to the responsive and responsible bidder submitting the lowest Grand Total Bid Price on the Bid Offer Form. The Grand Total Bid Price is the sum of the 36-month Total Bid Prices for all properties to include gate guard, roving patrol, special events, and administrative and/or judicial hearing hours as solicited.

C. To be considered a responsive bid and eligible for an award, the bidder shall submit a bid price for all line items listed, complete the Bid Offer Form in its entirety and conform to all requirements of the IFB.
D. In the event there are no responsive and responsible bid offers, the HPHA may use an alternative procurement method and may re-solicit for the services.

VI. Section 5 – Attachments (Pg. 56)

Please be sure to review all contents and attachments in the IFB. By submitting a bid offer, bidders warrant and represent that they have read and are familiar with the contractual and services requirements in the IFB.

VII. Closing/Questions

Reminders:
- Written questions due today, 5/6/2020
- Bid offers due by 10am on Monday, 5/15/2020
## Bid Offer Form

<table>
<thead>
<tr>
<th>Asset Mgmt Project 31</th>
<th>1005 Kalihi Valley Homes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial 12-Month Period</strong></td>
<td><strong>Option Year 1</strong></td>
</tr>
</tbody>
</table>

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</thead>
<tbody>
<tr>
<td>No. of Hours x Bid Price = Bid Price</td>
<td>No. of Hours x Bid Price = Bid Price</td>
<td>No. of Hours x Bid Price = Bid Price</td>
<td>No. of Hours x Bid Price = Bid Price</td>
<td>No. of Hours x Bid Price = Bid Price</td>
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</tr>
</tbody>
</table>

### 1. Work schedule, duties and responsibilities listed in the IFB PMB-2020-14 and the Specifications

#### a. Roving Patrol

14,598 \( \times \) ___ = ___

#### b. Gate Guard

8,760 \( \times \) ___ = ___

#### c. Special Events

416 \( \times \) ___ = ___

### 2. Security personnel to appear and testify at administrative and/or judicial hearing upon request as listed in IFB PMB-2020-20. Bid price per hour shall not exceed price for regular price per hour in item #1 above.

100 \( \times \) ___ = ___

### 3. Emergency hours. Bid price per hour for emergency hours shall not exceed the regular price per hour in item #1 above by greater than 1.5 times.

___

---

The low bid shall be determined based on the TOTAL bid price for the regular security offer schedule in item #1 and security officer hours for appearing at administrative and/or judicial hearings in item #2. Emergency hours shall not be used to determine the low bid, but must conform with all requirements of the IFB in order to be determined responsive.
### Asset Mgmt Project 32

#### 1003 Mayor Wright Homes

<table>
<thead>
<tr>
<th></th>
<th>Initial 12-Month Period</th>
<th>Option Year 1</th>
<th>Option Year 2</th>
<th>Total Estimated Bid Price for the 36-month period (5/31/2020 - 5/31/2023)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Hours x Bid Price</td>
<td>Total Estimated Bid Price</td>
<td>No. of Hours x Bid Price</td>
<td>Total Estimated Bid Price</td>
<td></td>
</tr>
<tr>
<td>a. Roving Foot Patrol</td>
<td>11,704 x ___</td>
<td>11,704 x ___</td>
<td>11,704 x ___</td>
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<tr>
<td>b. Roving Bike Patrol</td>
<td>5,824 x ___</td>
<td>5,824 x ___</td>
<td>5,824 x ___</td>
<td></td>
</tr>
<tr>
<td>c. Gate Guard</td>
<td>17,520 x ___</td>
<td>17,520 x ___</td>
<td>17,520 x ___</td>
<td></td>
</tr>
<tr>
<td>d. Special Events</td>
<td>1,344 x ___</td>
<td>1,344 x ___</td>
<td>1,344 x ___</td>
<td></td>
</tr>
<tr>
<td>2. Security personnel to appear and testify at administrative and/or judicial hearing upon request as listed in IFB PMB-2020-14. Bid price per hour shall not exceed price for regular price per hour in item #1 above.</td>
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<td>100 x ___</td>
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