



State of Hawai‘i

560 North Nimitz Highway
Honolulu, Hawai‘i 96817

December 20, 2019

Request for Quotes (“RFQ”) No. PCP 2020-08

HANDYMAN SERVICES FOR THE OFFICE OF HAWAIIAN AFFAIRS’ PALAUEA CULTURAL PRESERVE BUILDING

To All Interested Parties:

The Office of Hawaiian Affairs (hereinafter “OHA”) is looking for a firm that can provide handyman services for OHA’s Palauea Cultural Preserve Building located on the makai side of the property in Maui at 4505 Makena Road in Palauea, Honolua‘ula, Maui, Hawaii.

The term of this Contract shall be for twelve (12) months from February 1, 2020 through and including January 31, 2021 subject to the availability of funds.

Interested Offerors are strongly encouraged to attend the site inspection. Please contact Brutus La Benz at (808) 497-8993 if you will be attending the site inspection. It will be held on **Thursday, January 9, 2020 at 11:00 a.m.** All interested parties shall meet at building located on the makai side of the property in Maui at 4505 Makena Road in Palauea, Honolua‘ula, Maui, Hawaii. If you are running late, please contact Brutus La Benz at (808) 497-8993.

Quotes must be received through the HiePRO website by 2:00 p.m. Hawai‘i Standard Time (“HST”), Friday, January 24, 2020, 2:00 p.m. Hawaii Standard Time.

Pursuant to Hawaii Administrative Rules (hereinafter “HAR”) §3-122-75 the award shall be made to the lowest most responsible and responsive quote for the OHA. The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or part in the best interest of the OHA.

I. SCOPE OF WORK

Provide the goods and services that shall include, but may not be limited to, the following:

A. Project Schedule

Provide to the OHA Contract Administrator a prioritized Project Schedule that includes all tasks to be completed and expected dates of completion within ten (10) days of the execution of the Contract.

1. The schedule shall be coordinated with the OHA Contract Administrator for actual services.
2. Any changes to the schedule shall be agreed upon by both parties no less than five (5) business days prior to the scheduled date.
3. All work on the OHA's Palauea property shall be conducted between 7:45 a.m. and 3:30 p.m., Monday through Friday, excluding State and OHA holidays, unless otherwise approved by the OHA in writing.

B. Repair Services

Prior to any work, provide a repair plan to communicate what repair work needs to occur on the tasks that shall include, but may not be limited to the following:

1. Provide a proposed scope of repair work and estimated costs that shall be broken up into time and materials such that time represents the amount of labor hours to be charged at a previously agreed upon rate; and materials represents the cost of itemized materials needed to complete the work.
2. Provide a plan that shall also include the anticipated duration of the work and a schedule that communicates what date the project is intended to be started and completed.

C. Priority Projects:

Complete priority projects that shall include, but may not be limited to the following:

1. Provide an estimate for two (2) options regarding the air condition system for the building.
 - a. Option 1: Removal of air condition system and full repair of the wall.
 - b. Option 2: Disconnect and leave the air condition system in place.
2. Install three (3) ceiling fans inside the building pursuant to the manufacturer's installation instructions. This project will involve minor electrical work.
3. Assist and repair damaged windows and doors inside the building that includes one (1) screen door.

4. Assess the fire damage on the back deck of the building and recommend any repairs are needed. The OHA can then decide on what actions to take based on the recommendations and implement the repairs based on OHA's decision.

D. As Needed Projects

Complete projects on an as needed basis that shall include, but may not be limited to the following:

1. Maintenance on the fence.
2. Assess the ADA ramp and railing to identify and repair what needs to be repaired.
3. Replace all exposed nails with screws on the front deck and all railings, including the ADA ramp.
4. Replace all damaged lumber with new treated lumber on the front deck and all railings, including the ADA ramp, matching the finish of new lumber with the existing deck/railings accordingly.

E. Reporting

1. Upon completion of all the repairs, submit a report with before and after pictures of repaired items accompanied by a short but detailed description of the work completed.
2. A comprehensive assessment shall also be included, which identifies any further deficiencies that should be addressed to ensure the continued use of the building, prioritizing items that could impact personal safety.

F. Pest Control Services

Provide the following services that shall include, but may not be limited to, the following:

1. Provide pest control and on-going maintenance services in all areas within and surrounding the building as is needed to preserve the structural integrity of the building and to ensure a safe and clean environment.
2. Submit a plan for pest control of termites, wasps, rodents, cats, chickens and other pests, which shall include, but may not be limited to: the methods of control, methods of future prevention, frequency of control efforts, and related costs.
3. Submit the Pest Control Plan within ten (10) days of the execution of this Contract along with the overall Project Schedule discussed in section A.
4. Conduct such pest control as outlined in the Pest Control Plan and approved by the OHA in writing.
5. Keep a record of all pest control efforts taken and, upon conclusion of the contract, shall deliver a written report to the OHA summarizing these efforts. The report shall include, but may not be limited to the following:
 - a. The pest control conducted;
 - b. The dates control efforts occurred;

- c. Photos documenting pest infestations and the locations of such infestations; and
- d. Written recommendations that describe pest prevention methods that the OHA can utilize moving forward.

II. OTHER REQUIREMENTS

- A. Extreme care shall be taken during repair and maintenance activities, and during other site visits, to prevent damage to the archaeological and cultural sites, and the indigenous and endemic plants.
 - 1. The OHA Contract Administrator shall be notified of any circumstances that may require a Cultural Monitor, including but may not be limited to, work near or adjacent to any cultural sites, or the discovery of any burials or other cultural artifacts during the scheduling and the progress of work.
 - 2. No work shall be conducted on or within five (5) feet of any cultural sites.
 - 3. No native plants shall be damaged during work while on the Property.
- B. Ensure work does not interfere with the use of the Property by traditional practitioners or other authorized individuals on site, unless otherwise approved by the OHA.
- C. Responsible for all necessary site clearing, material hauling, and staging as part of work activities. The OHA Contract Administrator will determine a suitable staging area, if necessary, to complete the project.
- D. Responsible for keeping the area where its employees are working clean and for removing all waste, debris, or other material brought onto the site upon completion of each workday.
- E. Responsible for the behavior and conduct of their employees or agents on the OHA's property.
 - 1. Follow standard practices within the industry to ensure the personal safety of and protect the health and wellbeing of its employees and agents according to all Occupational Safety and Health Administration (OSHA) standards.
 - 2. Responsible for the safety and appropriateness of its workers which shall include, but may not be limited to requiring appropriate apparel, other personal gear, and hydration.
- F. A minimum of one (1) English-speaking supervisor per crew must always present to supervise the performance of the work.
- G. Provide proper safety signage, as necessary, and shall not obstruct the free flow of traffic and public right-of-way access.

- H. Vehicles shall be restricted to the existing roadways located in the Project Area, unless otherwise approved of by the OHA.
- I. Post temporary signage at the entrance of the Project Area and near the work areas, as necessary, to notify the public of any closed areas during any scheduled work. No area shall be closed without the OHA's consent.
- J. Provide written notification to the neighbors and relevant stakeholders of noise, debris, and other related issues arising out of work activities, as deemed necessary by the OHA. Such notification shall identify dates, times, and durations of the work to be performed.
- K. Available to meet with or present to the OHA, its Board of Trustees, and its staff as necessary to complete this Scope of Services, and at a frequency determined by the OHA. Also, be available to meet with the community or third parties as deemed necessary and at the frequency as determined by the OHA.
- L. Comply with all State, Federal, and County requirements, and shall obtain all necessary permits, licenses, goods, services, and materials as required to complete this Scope of Services.

III. QUALIFICATIONS AND EXPERIENCE

- A. The following is the list of required qualifications and experience that shall include, but may not be limited to, the following:
 - 1. Provide a copy of your "B" General Building Contractor license;
 - 2. Proof of liability and worker's compensation insurance;
 - 3. Pass trade exam and business and law exam;
 - 4. Four (4) years of experience in the past ten (10) years in general maintenance and home repair jobs which includes plumbing and electrical systems;
 - 5. Ability to work with hardware tools and power equipment;
 - 6. General carpentry experience;
 - 7. General household maintenance and repairs;
 - 8. Painting and drywall repair;
 - 9. Preventive maintenance;
 - 10. Plumbing Services – Leak repair and detection, pipe repair and replacement, Drain unclogging and cleaning, toilet repair;
 - 11. Pest control;
 - 12. Interior and exterior doors;
 - 13. Windows & AC removal;
 - 14. Fences and decks; and
 - 15. Ceiling fans repair & installation.

All interested Offerors must be registered as a business in the State of Hawai‘i and be compliant with Hawaii Compliance Express, submit a current copy of your Certificate of Liability Insurance, and complete the OHA W-9 form.

If you have any questions, please contact Charmaine Matsuura, Procurement Specialist at (808) 594-0273 or by email: charmainem@oha.org.