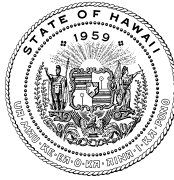


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DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES | KA 'OIHANA LOIHELU A LAWELAWÉ LAULĀ
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ARCHIVES DIVISION
RECORDS MANAGEMENT BRANCH
729B KAKOI STREET
HONOLULU, HAWAII 96819

The Records Management Branch, Archives Division is soliciting bids to provide a full-time temporary warehouse worker to provide moving, warehousing, modernizing and logistical support as outlined in various sections of this solicitation beginning April 3, 2023.

Work site is at the State Records Center, 729 B Kakoi Street, Honolulu, Hawaii 96819. Hours for the warehouse worker are Monday through Friday, from 7:45 am-4:30 pm except on State holidays and/or administrative closures.

I. Introduction

The Records Management Branch, Archives Division, administers the state's records management program to promote economy and efficiency over records creation, maintenance, and final disposition. The Branch manages the State Records Center, the centralized storage facility for non-current, non-permanent government records and a temperature/humidity-controlled storage vault for master microforms and security copies of electronic records (e.g., magnetic tapes, optical disks).

II. Scope of Work – Warehouse worker will provide the following services:

- a. Pick up records from state offices
 - i. Accompany State Records Center staff to state offices or storage locations to pick up boxes of records.
 - ii. Compare boxes to ARM-5 list before hand-trucking the boxes into the SRC van.
- b. Bring in records into SRC
 - i. If SRC staff appraise records to be in need of pest control treatment – offload boxes from the van and place in loading dock area and staging area.
 - ii. If SRC staff deems records not in need pest control treatment – offload boxes from the van and hand cart into aisle close to designated storage shelving.
 - iii. Assist SRC staff in labeling the boxes. After boxes are labeled and labels have been reviewed and corrected as needed:

1. Place records needing pest control treatment onto wheeled wire shelves and help SRC staff place shipping container ramp and wheel the shelving into the shipping container.
 2. Records not needing pest control treatment or have completed pest control treatment:
 - a. Records assigned to shelving rows 5 -2: hand truck the records near designated shelving and place them on the shelves.
 - b. Records assigned to shelving rows 6-13: hand truck the records to aerial lift and assist SRC staff in loading the aerial lift so SRC staff can shelve the records.
 - c. After temporary warehouse worker has been trained and certified to operate an aerial lift, warehouse worker will load aerial lift with boxes and use the aerial lift to place the boxes in assigned shelving locations.
- c. Prepare records for destruction
- i. Pull boxes approved for destruction:
 1. For boxes shelved on rows 1-5
 - a. pull the boxes and place in the aisle for SRC staff review
 - b. hand truck approved boxes and load onto pallets.
 2. For boxes shelved on rows 6 and above
 - a. assist SRC staff by offloading boxes from the aerial lift and lining them up in the aisle for SRC staff review. After temporary warehouse worker has been trained and certified to operate an aerial lift, temporary worker will pull boxes on high shelves using the aerial lift.
 - b. hand truck approved boxes and load onto pallets.
 3. Shrink wrap the pallets and assist SRC staff in moving the pallets to the loading or staging areas. After temporary warehouse worker has been trained and certified to operate an electric pallet truck, temporary warehouse worker will use the electric pallet truck to move the pallets to the loading dock or staging area.
- d. Prepare records for agency recall
- i. Pull recalled boxes off shelving:
 1. For boxes shelved on rows 1-5
 - a. pull the boxes and place in the aisle for SRC staff review
 2. For boxes shelved on rows 6 and above
 - a. assist SRC staff by offloading boxes from the aerial lift and lining them up in the aisle for SRC staff review. After temporary warehouse worker has been trained and certified to operate an aerial lift, temporary warehouse worker will use the aerial lift to pull boxes stored on high shelving and offload them from the aerial lift for SRC staff review.
 3. Hand truck the approved boxes into the loading dock, staging area, or another area close to the loading dock.
- e. Keep warehouse clean
- i. After records are pulled from shelving to be destroyed. Clean vacated shelving:
 1. Use damp dust mop to clean the shelving.
 2. When done dusting range of shelves, use blower to move dust to aisle and vacuum or pick up dust with dustpan and broom.

- ii. Before each delivery
 - 1. Blow out leaves from loading dock area
 - iii. After each delivery:
 - 1. Sweep/vacuum loading dock, staging area, aisle where records were placed for labeling and range where records are filed.
- f. Assist in rearranging microfilms in microfilm vault.
 - i. Rebox microfilms housed in non-archival boxes
 - ii. Label boxes with titles, dates, and location
 - iii. Move microfilms filed in lowest shelf to higher shelf
 - iv. Update database records to show new location
- g. Assist with Inventory Database Upgrade
 - i. Assist SRC staff in barcoding warehouse shelving and boxes; and applying RFID tags to boxes as needed.
 - 1. Even numbered boxes must be pulled from shelving to affix the bar codes to odd numbered boxes.
 - 2. Repair or replace boxes as needed. Label replacement boxes as needed.
 - ii. When database is upgraded and ready for use, the system to check in incoming records and to checkout records prepared for destruction or recalled by the agency.

III. Archives Division Responsibilities

- a. Records Management Branch, Archives Division staff shall:
 - i. Provide a warehouse equipment, desk, computer equipment and software
 - ii. Provide training and overview of policies and procedures
 - iii. After temporary worker passes probationary period of two months, provide training to temporary worker to obtain certification to operate aerial lift and electric pallet truck.

IV. Terms of Contract

- a. The contract shall be for a period of one year, with the option of extending for two years based on availability of funds and appropriate approvals. The desired start date is April 3, 2023.
- b. Temporary warehouse worker shall perform all work on-site at the State Records Center, Records Management Branch, Archives Division, 729 B Kakoi Street from 7:45-4:30 p.m. and at various state agencies when picking up records.

V. Confidential Material

- a. All materials given to the warehouse worker by staff shall be safeguarded by the warehouse worker and shall not be disclosed to any individual or organization without prior written approval of the State of Hawai'i.

VI. Minimum Qualifications

- a. To assure the State that the warehouse worker is capable and has the necessary experience to perform the services specified herein, the contractor must submit with the offer:

- i. Letters of references from three current/previous clients stating satisfaction with contractor's job performance. The letter of reference must include the following information for each certification so that HSA may contact them:
 - 1.Name of company
 - 2.Company contact information (name, title, phone number, email, and postal address)
 - 3.Brief description of company – what kind of organization was it and who did they service, was it a privately owned, city & county, state, or federal facility
 - 4.Brief description of duties and responsibilities, specifically computer programs used to carry out such duties
 - 5.Total time spent with the company
- b. Vendor will be required to provide Certificate of Compliance of proper registration of business with Hawai'i Compliance Express (vendors.ehawaii.gov) prior to execution of contract.

VII. Desired Qualifications

- a. Minimum 1-year experience as a laborer in a warehousing environment
- b. Certificate to operate aerial lift required. After passing probationary period of 2 months, Archives will provide training for temporary worker to obtain certification to operate an aerial lift. Temporary worker must obtain the certificate to operate an aerial lift within 1 month of end of training.
- c. Certificate to operate electric pallet truck required. After passing probationary period of 2 months, Archives will provide training for temporary worker to obtain certification to operate an electric pallet truck. Temporary worker must obtain the certificate to operate an electric pallet truck within 1 month of end of training.
- d. Ability to lift 50 lb. boxes.
- e. Ability to read and write.
- f. Ability to utilize pallet jack, dollies, hand trucks and aerial lift.
- g. Strong understanding of safety best practices and safe lifting procedures
- h. Strong organizational skills. High level of attention to detail – compare manifest with incoming boxes, ensure correct label or barcode are on the boxes.
- i. Be able to work in warm condition (i.e., warehouse without air conditioning in 85+°F weather) as well as cold office (i.e., microfilm vault +/- 60 °F or office +/- 71 °F).
- j. Friendly and respectful demeanor towards staff from various state offices when picking up records.
- k. Ability to work as a team and follow directions provided by SRC staff.
- l. Ability to write neatly when labeling boxes.

VIII. Insurance Requirements

The CONTRACTOR shall procure at its sole expense and maintain in full force and effect throughout the term of the Contract, including any extensions, insurance coverage acceptable to the STATE. Prior to the effective date of the Contract, the CONTRACTOR shall provide to the STATE proof of the following minimum insurance coverage(s) and limit(s). Upon request by the STATE, the CONTRACTOR shall furnish a copy of the policy or policies.

Commercial general liability insurance coverage against claims for bodily injury and property damage arising out of all operations, activities, or contractual liability by the CONTRACTOR, its employees, and subcontractors. For any subcontractor not insured by the CONTRACTOR, the CONTRACTOR shall provide proof of the subcontractor's insurance fulfilling the requirements herein. This insurance shall include bodily injury and property damage coverage with a minimum of \$1,000,000 per occurrence, with an aggregated limit of \$2,000,000. The commercial general liability policy shall be written on an occurrence basis and the policy shall provide legal defense costs and expenses in addition to the limits of liability stated above. The CONTRACTOR shall be responsible for payment of any deductible applicable to the policy.

Automobile liability insurance covering owned, non-owned, leased, and hired vehicles with a minimum of \$1,000,000 for bodily injury for each person, \$1,000,000 for bodily injury for each accident, and \$1,000,000 for property damage for each accident.

Appropriate levels of per occurrence coverage for workers' compensation and any other insurance coverage required by federal or state law.

The STATE shall retain the right at any time to review the coverage, form, and amount of the insurance required herein. If, in the opinion of the STATE, the insurance provisions in the Contract do not provide adequate protection, the STATE may request that CONTRACTOR obtain additional insurance sufficient in coverage, form, and amount to provide the protection required. The request shall be reasonable but shall be designed to assure protection from and against the kind and extent of the risks involved. If the CONTRACTOR is unable to provide the additional coverage as requested, the STATE reserves the right to terminate the Contract with prior written notice.

The CONTRACTOR shall immediately provide written notice to the contracting agency should any of the insurance policies evidenced on its certificate of insurance or endorsement be cancelled, limited in scope, or not renewed upon expiration.

The insurance policy(s) shall contain the following clauses:

- 1) "The State of Hawaii, its departments, attached agencies, officers, employees, and agents are added as additional insured with respect to operations performed for the State of Hawaii."
- 2) "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

The CONTRACTOR agrees to a Waiver of Subrogation for each required policy described herein. When required by the insurer or should a policy condition not permit the CONTRACTOR to enter into a pre-loss agreement to waive subrogation without an endorsement, the CONTRACTOR shall notify the insurer and request that the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy which includes a condition specifically prohibiting such an endorsement, or voids coverage should the CONTRACTOR enter into such an agreement on a pre-loss basis.

Failure of the CONTRACTOR to provide and keep in force such insurance shall be regarded as material default under the Contract, entitling the STATE to exercise any or all of the remedies provided in the Contract for a default of the CONTRACTOR.

The procuring of such required policy or policies of insurance shall not be construed to limit the CONTRACTOR's liability hereunder or to fulfill the indemnification provisions and requirements of the Contract. Notwithstanding said policy or policies of insurance, the CONTRACTOR shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with the Contract.

IX. Offer Content

- a. Statement From the vendor clearly stating the per hour charge for the services requested in Section II: Scope of Work. This contract has the option of being extended.
- b. **Letters of references** from THREE (3) current/previous clients. Letters must be on Company letterhead or must show to come via company email service (e.g., _____.____@sos.was.gov, _____.____@hawaii.gov, _____.____@boh.com) and must include:
 - i. Name of Company
 - ii. Company contact (name, title, phone number, email, and postal address)
 - iii. Brief description of company – what kind of organization was it and who did they service, was it a privately owned, city & county, state, or federal facility
 - iv. Brief description of duties and responsibilities
 - v. Total time spent with the company
- c. Documentation on completion of training (received no more than two years ago) on handling confidential information for staff who will be working on this project if awarded.
- d. Provide certificate of Compliance of proper registration of business with Hawai'i Compliance Express (vendors.hawaii.gov) at the time of awarding of this contract.
- e. All requirements must be submitted to HlePRO under this solicitation by the deadline. Only offers with all required documents will be considered for award.

X. Evaluation Criteria

In order to have a submitted bid scored, Contractor must submit all required content as prescribed in Section IX.

XI. Method of Award

An award, if made, shall be to the responsive and responsible contractor submitting the lowest price on the HlePRO that meets the requirement stated herein. Only those offers that meet all the specifications, minimum qualifications, and any other requirements will be considered for award. Any offer that proposes terms, conditions or requirements that are contrary to those specified herein or does not meet the qualifications requirements of this solicitation, as solely determined by the State, and has provided for herein, may be considered non-responsive and will be rejected as provided herein.