

PROVIDE PALM MAINTENANCE SERVICES TO VARIOUS
HAWAII STATE DEPARTMENT OF EDUCATION SCHOOLS AND OFFICES
ON OAHU IN THE HONOLULU AND WINDWARD DISTRICTS RFP D23-082

Appendix B
WAGE CERTIFICATE

Subject: Project Number: RFP D23-082

Description of Project: Provide Palm Maintenance Services to Various Hawaii State Department of Education Schools and Offices on Oahu in the Honolulu and Windward Districts

Pursuant to 103-55, HRS, I hereby certify that, if awarded a contract in excess of \$25,000.00, the services to be performed will be performed in accordance with the following conditions:

1. The services to be rendered shall be performed by employees paid at wages or salaries not less than wages paid to the public officers and employees for similar work, if similar positions are listed in the classification plan of the public sector.

Services Performed by Laborers and Mechanics:

The Contractor or the Contractor's subcontractor shall give a copy of the rates of wages to each laborer and mechanic employed under the contract by the Contractor at the time each laborer and mechanic is employed; provided that the Contractor does not have to provide the Contractor's employees the wage rate schedules where there is a collective bargaining agreement.

2. All applicable laws of the Federal and State governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

CONTRACTOR shall be obliged to notify its employees performing work under this contract of the provisions of 103-55, HRS, and the current wage rate for public employees performing similar work. The CONTRACTOR may meet this obligation by posting a notice to this effect in the CONTRACTOR's place of business accessible to all employees, or the CONTRACTOR may include such notice with each paycheck or pay envelope furnished to the employee.

I understand that, in addition to the base wages required by 103-55, HRS, all payments required by Federal and State laws that employers must make for the benefit of their employees shall be paid.

Offeror: _____

Signature: _____

Title: _____

Date: _____

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Offeror shall acknowledge each criteria below by check marking or initialing next to each of the criteria below and add supporting information, as applicable. Attach additional pages as needed.

Terms and Conditions - Offeror understands and shall comply with all terms and conditions of the RFP (including the General Conditions).

Subcontracting (Checkmark/Initial One) –

- All the products and services shall be provided solely by the Offeror.
- Offeror's Proposal includes the use of a subcontractor(s) for the delivery of the products and services specified in the Scope of Work. If Offeror's proposal includes the use of subcontractors, the following Appendices shall be completed for each Subcontractor specified:

- Appendix D, Offeror Information, Background, and Qualifications;
- Appendix E, Comparable Palm Maintenance Experience; and
- Appendix F, Key Personnel – Qualified Arborist.

In addition, a description of the work/services to be performed by each subcontractor, and the percentage of required services that will be performed by each subcontractor, shall be included.

Taxable Transaction - Work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS, and vendors are advised that they may be liable for payment of the Hawaii General Excise Tax (GET). If Offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation. Offeror shall state its tax exempt status and cite the HRS chapter or section allowing the exemption: _____

Pending Litigation - The Offeror shall disclose all pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain how litigation may materially impact the Offeror or the Offeror's ability to fully perform and complete the contract.

- No Pending Litigation
- Pending Litigation is disclosed as follows: _____
- _____
- _____

Other Notable Items - The Offeror shall disclose any other items of note that may have material impact the Offeror or the Offeror's ability to fully perform and complete the contract.

- No Other Notable Items
- Notable Items are disclosed as follows: _____
- _____
- _____

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Appendix D
OFFEROR INFORMATION, BACKGROUND, AND QUALIFICATIONS

Offeror shall include the information below in their proposal. Attach additional pages as needed. This section outlines qualifications that the Offeror shall meet in order to perform the work scope effectively and efficiently. Offeror shall, as part of their proposal, provide all information necessary for the STATE to comprehensively evaluate, understand and verify sufficiency of the Offeror's experience, knowledge, operations, and personnel conditions for the performance of the scope of work.

A. Number of years providing palm maintenance services similar to that which is specified in this RFP: _____

B. Hawaii Type C-27 or C-27-B License No.: _____
(Attach photocopy of license.)

C. Permanent Service Facility Location(s) on Oahu
Facility Address(es): _____

Facility Telephone Number(s): _____

D. Percentage of Price representing total labor cost:
(Refer to RFP Appendix K, Section 1.7, Price Adjustments, for more information) _____ %

E. Personnel

1. Point-of-Contact
Name: _____
Position Title: _____
Address: _____
Telephone No.: _____
Cell Phone No.: _____
Fax No.: _____
E-mail Address: _____

2. Name of Qualified Arborist(s): _____
(see also Appendix F, Key Personnel - Qualified Arborist)

3. List of employees who will be servicing this contract (attach additional pages as needed):

Name	Position / Work Classification (add additional description as needed)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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F. General information.

Provide a brief description of the company and the services provided by your company, to include, but not be limited to, the number of years in the business.

G. List of vehicles and equipment available.

Attach a list of vehicles and equipment (man lifts, backhoes, stump grinders, chippers, trailers and flatbed trucks) available for use under this agreement, if awarded. The list must include vehicle/equipment license numbers, and size/rating information. If a license number is not available, Offeror must provide an alternative means of identification (e.g., numbering or lettering system) to designate the different equipment; e.g., wood chipper A, wood chipper B, etc. Proof of spikeless climbing equipment (e.g. a photo of personnel with the equipment, purchase receipt, or similar) must be supplied.

H. Description of the Offeror's safety program, its objectives, and activities used to carry out said program, and its results. Attach a letter on your insurance carrier's letterhead stating your firm's Experience Modification Ratio (EMR) for the three most recent calendar years available. If your firm's EMR is above a 1.0 for any calendar year, provide an explanation.

I. Description of Quality Control practices.

Describe your company's pruning objectives, measures and practices that result in good quality work, and results of such that includes, but is not limited to, healthier trees, proper pruning techniques, reduced decay and reduced branch breakage.

J. Climate change mitigation practices.

Describe your company's business practices that increase renewable energy use and achieve carbon neutrality. Examples include description of types, quantities and ratings of renewable or energy-efficient equipment and/or supplies. Include vehicles, and field and office equipment that reduce greenhouse gas emissions. Be specific.

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Appendix E
COMPARABLE PALM MAINTENANCE EXPERIENCE #1

See attached.

Appendix E
COMPARABLE PALM MAINTENANCE EXPERIENCE (#1)

Offeror shall provide three (3) comparable palm maintenance experiences, in the State of Hawaii other than the Hawaii State Department of Education, for whom Offeror has or is performing palm care services, emphasizing palm risk assessment, pruning, maintenance, and removal activities. Services provided shall be similar in nature to the services specified in this solicitation. Projects provided shall have a final acceptance date after January 1, 2013. The STATE reserves the right to contact references to verify Offerors quality level and reliability. The feedback provided from references will be used in evaluation.

Offeror shall complete one (1) Appendix E, Comparable Palm Maintenance Experience, for each project.

1. Contractor Name _____

2. Client Name _____

3. Project Name _____

4. Achieved or Anticipated Final Acceptance after January 1, 2013

5. Project Number: _____ 6. Project Value: _____

7. Estimated % of Self Performance _____ 8. Estimated % Subcontract Work _____ 9. # of Subcontractors Used _____

10. Project Location Oahu Hawaii Maui Kauai Lanai Other: _____

11. Project Scope (Check ALL boxes that apply)

Tree Pruning Palm Pruning Coconut palm pruning Tree or palm removal Brush clearing

Other - please describe: _____

12. ATTACH an Additional Description and/or Pictures of the Project Summarizing the Scope of Work (Optional)

13. Client Reference: (It is your responsibility to assure that the contact information listed is correct.)

Contact Name: _____ Title: _____

Telephone: _____ Email Address: _____

14. List the safe work practices used during this project.

15. Who was responsible for quality control, and how was work quality ensured?

16. Describe tree risk assessment practices and procedures performed for this project.

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Appendix E
COMPARABLE PALM MAINTENANCE EXPERIENCE #2

See attached.

Appendix E
COMPARABLE PALM MAINTENANCE EXPERIENCE (#2)

Offeror shall provide three (3) comparable palm maintenance experiences, in the State of Hawaii other than the Hawaii State Department of Education, for whom Offeror has or is performing palm care services, emphasizing palm risk assessment, pruning, maintenance, and removal activities. Services provided shall be similar in nature to the services specified in this solicitation. Projects provided shall have a final acceptance date after January 1, 2013. The STATE reserves the right to contact references to verify Offerors quality level and reliability. The feedback provided from references will be used in evaluation.

Offeror shall complete one (1) Appendix E, Comparable Palm Maintenance Experience, for each project.

1. Contractor Name _____

2. Client Name _____

3. Project Name _____

4. Achieved or Anticipated Final Acceptance after January 1, 2013

5. Project Number: _____ 6. Project Value: _____

7. Estimated % of Self Performance _____ 8. Estimated % Subcontract Work _____ 9. # of Subcontractors Used _____

10. Project Location Oahu Hawaii Maui Kauai Lanai Other: _____

11. Project Scope (Check ALL boxes that apply)

Tree Pruning Palm Pruning Coconut palm pruning Tree or palm removal Brush clearing

Other - please describe: _____

12. ATTACH an Additional Description and/or Pictures of the Project Summarizing the Scope of Work (Optional)

13. Client Reference: (It is your responsibility to assure that the contact information listed is correct.)

Contact Name: _____ Title: _____

Telephone: _____ Email Address: _____

14. List the safe work practices used during this project.

15. Who was responsible for quality control, and how was work quality ensured?

16. Describe tree risk assessment practices and procedures performed for this project.

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Appendix E
COMPARABLE PALM MAINTENANCE EXPERIENCE #3

See attached.

Appendix E
COMPARABLE PALM MAINTENANCE EXPERIENCE (#3)

Offeror shall provide three (3) comparable palm maintenance experiences, in the State of Hawaii other than the Hawaii State Department of Education, for whom Offeror has or is performing palm care services, emphasizing palm risk assessment, pruning, maintenance, and removal activities. Services provided shall be similar in nature to the services specified in this solicitation. Projects provided shall have a final acceptance date after January 1, 2013. The STATE reserves the right to contact references to verify Offerors quality level and reliability. The feedback provided from references will be used in evaluation.

Offeror shall complete one (1) Appendix E, Comparable Palm Maintenance Experience, for each project.

1. Contractor Name _____

2. Client Name _____

3. Project Name _____

4. Achieved or Anticipated Final Acceptance after January 1, 2013

5. Project Number: _____ 6. Project Value: _____

7. Estimated % of Self Performance _____ 8. Estimated % Subcontract Work _____ 9. # of Subcontractors Used _____

10. Project Location Oahu Hawaii Maui Kauai Lanai Other: _____

11. Project Scope (Check ALL boxes that apply)

Tree Pruning Palm Pruning Coconut palm pruning Tree or palm removal Brush clearing

Other - please describe: _____

12. ATTACH an Additional Description and/or Pictures of the Project Summarizing the Scope of Work (Optional)

13. Client Reference: (It is your responsibility to assure that the contact information listed is correct.)

Contact Name: _____ Title: _____

Telephone: _____ Email Address: _____

14. List the safe work practices used during this project.

15. Who was responsible for quality control, and how was work quality ensured?

16. Describe tree risk assessment practices and procedures performed for this project.

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Appendix F
KEY PERSONNEL - QUALIFIED ARBORIST

See attached.

Appendix F
KEY PERSONNEL - QUALIFIED ARBORIST
To be completed by the Qualified Arborist

1. Contractor Name:		
2. ISA Certified Arborist Name	3. ISA Certified Arborist #	4. Expiration Date
5. # Years with the Firm. If less than five years, list previous employers up to five years.		
6. Attach: a) Photocopy of current ISA certificate demonstrating a minimum of five years' Certified Arborist qualification. b) Photocopy of current First Aid and CPR certification, and most recent electrical hazards awareness proof of training c) Resume of the Certified Arborist (required) - Resume shall include Arborist's ISA CEU Report for the most recent three years, which includes dates, course titles, and number of CEUs per event.		
7. Arborist Mobile Phone No.	8. Arborist Email Address	
Client References (other than State of Hawaii DOE). Offeror is responsible for assuring that the information is current and correct. All information is subject to verification; the STATE reserves the right to contact all references.		
9. Reference# 1 - Name of Customer / Job Owner	Inspector/Contact Person	Phone #s
Project Start & End Date, # of trees, work done	# of people supervised	
10. Reference# 2 - Name of Customer / Job Owner	Inspector/Contact Person	Phone #s
Project Start & End Date, # of trees, work done	# of people supervised	
11. Reference# 3 - Name of Customer / Job Owner	Inspector/Contact Person	Phone #s
Project Start & End Date, # of trees, work done	# of people supervised	
Experience and Qualifications - Use additional sheets as needed		
1. What were your responsibilities, goals and objectives in the above listed projects?		
2. What skill sets, equipment and tools did you use routinely in the above projects? What other important skills, equipment and tools do you use routinely?		

ISA Certified Arborist Name: _____

APPENDIX F - QUALIFIED ARBORIST, PAGE 2 OF 2

3. Describe your direct and supervisory skills/experience with safety during tree care operations. Provide specific details about your experience in different areas of safety, and the best practices applied. This can include, but is not limited to, safe work practices for different aspects of tree care, training, reporting, and emergency procedures.

4. Describe in detail your experience, knowledge and skills assessing tree hazards and risk, including the types of tools/equipment used, risk assessment methods applied, the types of conditions observed, and how these conditions were addressed (how did you report them, and follow-up steps you carried out).

5. What regulations and professional standards apply to your work as the Qualified Arborist, and what activities do you perform to comply with these requirements?

I hereby certify that all statements made on or in connection with this Appendix F including those regarding my education and employment record are true and correct to the best of my knowledge.

Signature of Qualified Arborist

Date

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Appendix G
PRICE PROPOSAL

OAHU – HONOLULU AND WINDWARD DISTRICTS

Offerors are required to complete the below Price Proposal. If awarded, prices proposed will be the maximum allowed during the agreement period, subject to any price adjustments allowed herein. During the agreement term, the Hawaii State Department of Education will complete the quotations process and vendors are encouraged to apply any available discounts to their prices to submit a competitive quote for the work specified. Refer to RFP Section 3.2, State's Use of the Vendor List.

Regular pruning and maintenance typically is three cycles per year. Extra palms and palm removal and stump grinding is on an as-needed basis. There is no guarantee of work.

REGULAR PRUNING AND MAINTENANCE			Maximum Prices per Pruning Cycle	
Item No.	Palm Category*	Quantity (estimated) **	Unit Price per Palm	Line Subtotal
1	Coconut	501	\$	\$
2	Royal	83	\$	\$
3	Date	8	\$	\$
4	Queen	8	\$	\$
5	Manila	204	\$	\$
6	Alexander	130	\$	\$
7	Fishtail	5	\$	\$
8	Loulu	373	\$	\$
9	Washingtonia	8	\$	\$
	Total Palms:	1320		
Maximum Price per Pruning Cycle (Sum of Line Subtotal Item Nos. 1 through 9):				\$

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Size Class	Maximum Price, Stump and Root Removal Only **	Maximum Unit Prices – Palm & Stump Removal *** By Height Class (brown trunk height, in feet)			
		0-20	21-40	41-60	61+
Small Alexander, Manila, etc.					
Medium Loulou, coconut, queen, etc.					
Large Royal, Canary Island date, etc.					

* Each palm category may include other similar types of palms in addition to the one specifically named.

** Estimated quantities are for proposal evaluation purposes only (refer to RFP Section 5.2, Evaluation Criteria). The estimated quantities specified is not a guarantee of work. Actual work will be based on the Quotations process (refer to RFP Section 3.2.1, Quotations Process) and Delivery of Services process (refer to RFP Section 3.2.2, Delivery of Services).

*** The Unit Price per Palm shall be inclusive of all costs, direct or indirect, any reimbursement costs, all materials, labor (including emergency and urgent work), equipment, permits and passes, incidental fees, and all applicable taxes, including the General Excise Tax (GET), as required for the fulfillment of the agreement. The Unit Price per Palm shall be what the firm determines is a reasonable price to charge per palm for the entire agreement period, including extensions, if any. If no Unit Price per Palm is provided above, Offeror will be required to offer those services at zero cost during the Quotations process.