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STATE OF HAWAII | KA MOKU'ĀINA 'O HAWAII'
DEPARTMENT OF LAND AND NATURAL RESOURCES
KA 'OIHANA KUMUWAIWAI 'ĀINA
LAND DIVISION

75 Aupuni Street, Room 204
Hilo, Hawaii 96720
PHONE: (808) 961-9590
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May 25, 2023

TO: Prospective Vendor

FROM: Pua Ishibashi, Land Agent
Hawaii District Land Office

RE: Monthly maintenance of 2.957 acres of vacant State land located on the corner of Komohana and Ainaola Streets at Waiakea, Hilo, Hawaii, identified as TMK: (3) 2-4-41:45.

PROPERTY DESCRIPTION:

The property is currently maintained in a park like setting. The Northern border has a concrete sidewalk running parallel with Kilaha street. The Southern border has a drainage channel running parallel to Ainaola street. The Western border runs parallel to Komohana street. The Eastern border abuts residential properties. The Western Ainaola street boarder drains downhill (North to South) then across the Southwest corner of property into an unconfined drainage ditch that drains into the drainage channel. There are two large mango trees at the Eastern side of the property. See **Exhibit A** for maps, photos, and descriptions.

SCOPE OF WORK:

I. Expectation:

- The general expectation here is to maintain property in a park like setting that is clean and orderly.

II. Drainage Channel Reconditioning:

- Reconditioning of very small portion of drainage channel (parallel to Ainaola street) that is failing. See **Exhibit A**, photos labeled Failing wall.
- Reconditioning shall include replacement of stones and securing with cement, additional stones and back fill may be added as needed.
- Complete reconditioning so that it is consistent in look and finish with the rest of the drainage channel.
- Drainage channel reconditioning shall be completed within the first month of initiation of solicitation award.

- **II. Stone Removal:**
- Remove all stones on property that will not allow grass cutting equipment to operate over grass, this includes all stones 2” or higher above ground.
- Stone removal includes the area around mango trees.
- Stone removal includes those areas along the Eastern boarder and corner of the South and East border.
- Removed stones may be placed in unconfined ditch area.
- Removal of stones shall be completed within first month of initiation of solicitation award.

- **III. Monthly Maintenance:**
- Cut grass at least once a month to maintain a height between 2” and 6”.
- Remove weeds such as sleeping grass and others by hand pulling and or herbicide as needed.
- Maintain mango tree canopy no lower than 10 feet from the ground.
- Collect and dispose of any rubble, debris, trash, or rubbish on property, this includes the unconfined drainage ditch area at the Southwest corner of property as well as the drainage channel that runs parallel to Ainaola street.
- Clean sidewalk, remove vegetation, and pressure wash to remove mold and slime as needed.
- Property borders are to be trimmed to maintain growth within boundary of property and prevent growth on/over sidewalks, streets, drainage channel, and adjacent properties.
- Weed eat the walls and floor of the unconfined drainage ditch that crosses the Southwest corner of the property.
- Herbicide may be used to maintain boundary along edge of sidewalk and streets, and drainage channel along Ainaola street.
- However, herbicide is not to be used in the unconfined ditch; grass growing on the walls and floor will assist in erosion control during periods of heavy rain in this area.
- Trim around all signs, telephone poles and guide wires along Kilaha Street.
- All grass and green waste shall be mulched or removed from property.

- **IV. Invoicing:**
- Vendor shall notify responsible Land Agent, by email, within 3-days after each monthly maintenance so that property may be inspected.
- Payment of monthly invoice will be authorized pending satisfaction and approval of services rendered.

NOTE:

- Property is situated in a residential area, please be mindful of this when providing services. Do not mow or weed eat too early (before 8am).
- Since property is situated in a residential area, please also be mindful of wind conditions and direction to mitigate dust blowing into residential areas as much as possible.

BID/CONTRACT PROVISIONS:

- Contract is to start as soon as possible and no longer than 2-weeks after contract award.
- Contract is for a total of 12 monthly maintenance services. However, contract term if for 15 months. The extended time is to all for any unforeseen situations or circumstances that may hinder services.
- Invoices are to be submitted after respective work is completed, then inspected and approved by Land Agent before payment is made.

INSURANCE REQUIREMENT:

The following minimum insurance coverage(s) and limit(s) shall be provided by contractor:

<u>Coverage</u>	<u>Limits (no less than)</u>
Commercial General Liability	\$1 million per occurrence/\$2 million aggregate
Automobile Liability	\$1 million per accident

Each insurance policy required shall contain the following clauses:

1. “This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the State of Hawaii, department of Land and Natural Resources, Land Division, 75 Aupuni Street, Room #204, Hilo, Hawaii 96720.”
2. “The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii.”
3. “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 minimum insurance required shall be in full compliance with the Hawaii Insurance Code.

Prior to issuance of a purchase order, the Contractor agrees to deposit with the State of Hawaii, certificates of insurance necessary to satisfy the State that the insurance provisions have been complied with.

HAWAII COMPLIANCE EXPRESS:

Vendor compliance will be conducted via Hawaii Compliance Express (HCE). It is the responsibility of the vendor to ensure they are registered with HCE and their information is updated and accurate.