

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
AIRPORTS

ADDENDUM NO. 1

TO

SPECIAL PROVISIONS, SPECIFICATIONS, PROPOSAL

FOR

FURNISH HOLD ROOM CHAIRS

DANIEL K. INOUE INTERNATIONAL AIRPORT

OAHU, HAWAII

STATE PROJECT NO. CO1343-43

MAY 22, 2023

The following is provided for information.

I. PRE-BID MEETING

The pre-bid meeting minutes and attendance sheet are provided for information.

Please acknowledge receipt of this Addendum No.1 by recording the date of its receipt in the space provided on page PF-4 of the Proposal.



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EDWIN H. SNIFFEN  
Director of Transportation

**STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
AIRPORTS DIVISION**

**MEETING MINUTES**

**DATE:** May 22, 2023

**TIME:** 10:00 a.m.

**LOCATION:** Microsoft TEAMS

**PROJECT:** Furnish Hold Room Chairs  
Daniel K. Inouye International Airport  
State Project No. CO1343-43

**PRESENT:** See attached list

**SUBJECT:** Pre-Bid Meeting

**MEETING SUMMARY:**

**I. GENERAL DISCUSSION**

1. Attendees reminded to fill out attendance sheet completely (name, address, phone number, etc.) in order to receive copy of meeting minutes.
2. Participants involved with the project were introduced (State, Design Consultant, CM Consultant).
3. All questions must be submitted in writing to the State Project Manager by May 22, 2023, by 2:00 pm. Questions can be emailed to reid.m.miyasato@hawaii.gov.

This meeting is to clarify general questions only. If there is a conflict between what was stated in this meeting and the bid documents, the bid documents shall govern. Any significant changes will be issued through an addendum. A copy of the meeting minutes will be issued to all attendees.

4. Project Manager to provide a brief description of the scope of work.
5. Important items brought to attendees' attention:
  - Bid Due Date and Time: June 15, 2023 at 2:00 p.m.
  - All bids to be submitted on HlePRO.
  - Contractors to upload proposal sheets to HlePRO.
  - Be sure to acknowledge and date sheet PF-4 for any addendums.

- Contractor shall not condition their bid.
  - Scope of work consists of furnishing and delivering airport seating at various terminal hold rooms at Daniel K. Inouye International Airport.
8. Delivery schedule is within 180 calendar days from date of Notice to Proceed (NTP). Liquidated damages in the amount of \$50 for each and every calendar day the Contractor delays in delivery and in the completion of any item of this contract after the required date of said completion.
  9. Unless there is a problem with the award process, the State intends to issue the Notice to Proceed on July 21, 2023.
  10. All of the work is in a secured area. Due to heightened security requirements, there are new security procedures in place. The contractor shall ensure that all access gates are secured at all times. Under no circumstances shall tools, equipment or materials be left in areas where the public can gain access to these items.
  11. Requests for AOA badges, AOA stickers, ramp licenses, etc. shall be submitted within 14 calendar days after award of contract. In addition to the requirements stated in the Contract Bid Documents, all Contractors shall comply with the requirements and procedures of the Contractor's Training Guide.
  12. Pending the availability of space on airport property, the State will issue a permit to the Contractor for the use of the space, at no charge, to be used specifically for a field office and/or storage of materials and equipment. Since space on airport property is extremely limited, the State does not guarantee that the space provided to the Contractor will be in close proximity to the project site. The State will make every effort to provide the Contractor with space on airport property, however, should the State determine that no space is available for such use(s), the responsibility shall then be on the Contractor to find space outside of airport property. Staging areas shall be secured at all times.
  13. ***The following is further clarification to what was stated on the agenda:***

Subject to availability of space and approval by the Airport Manager, parking may be made available at a designated parking structure for vehicle parking. The General Contractor shall submit the parking request to the Airport Manager through the State Project Manager (SPM) for review. The SPM will verify the list against the General Contractor's approved subcontractor list and forward it to the Airport Manager for approval. Upon approval by the Airport Manager, 2 temporary parking passes per subcontractor and 3 passes for the

General Contractor will be issued at no charge. At the Airport Manger's discretion, the parking passes are good for either three (3) months or six (6) months and must be renewed before the passes expire.

All passes will be signed out and become the responsibility of the General Contractor. The General Contractor will distribute the parking passes among their subcontractors.

Additional parking passes beyond the temporary parking passes may be purchased at a monthly rate of \$175.00. These passes are subject to approval by the Airport Manager and availability of parking spaces. All costs associated with obtaining parking passes shall be the responsibility of the Contractor.

## II. QUESTIONS

### Questions from Pre-Bid Meeting

- No questions from Pre-Bid Meeting

If there are any omissions or corrections to be made to the minutes of the meeting, please respond in writing by May 22, 2023.

Meeting adjourned at: 10:08 a.m.

APPROVED:

*Reid Miyasato*

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Reid Miyasato  
Project Manager  
State DOT, Airports Division

05/23/2023

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Date

c: All attendees (See attached sign-in sheet)

**MEETING ATTENDANCE SHEET**  
**Pre-Bid Meeting**

Project Name: Furnish Hold Room Chairs  
Daniel K. Inouye International Airport  
Project No. CO1343-43  
Meeting Location: Microsoft TEAMS Meeting

Date: May 22, 2023

Name: REID MIYASATO Title: PROJECT MANAGER / ENGINEER	Company: HDOT – AIRPORTS DIVISION Address: 300 Rodgers Blvd #6 Honolulu, HI 96819	Phone: (808) 838 - 8891 Fax: E-Mail: reid.m.miyasato@hawaii.gov
Name: BENTON HO Title: SUPERVISOR / ENGINEER	Company: HDOT – AIRPORTS DIVISION Address: 300 Rodgers Blvd #6 Honolulu, HI 96819	Phone: (808) 838 - 8804 Fax: E-Mail: Benton.ho@hawaii.gov
Name: JoAnn Kumashiro Title:	Company: Contract Furnishers of Hawaii, Inc. Address:	Phone: (808) 791 – 4024 Fax: E-Mail: Joann@op-hawaii.com
Name: Charlene Aoki Title:	Company: ODP Business Address:	Phone: Fax: E-Mail: Charlene.Aoki@odpbusiness.com
Name: Title:	Company: Address:	Phone: Fax: E-Mail:
Name: Title:	Company: Address:	Phone: Fax: E-Mail:
Name: Title:	Company: Address:	Phone: Fax: E-Mail:
Name: Title:	Company: Address:	Phone: Fax: E-Mail:
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Name: Title:	Company: Address:	Phone: Fax: E-Mail:

**Furnish Hold Room Chairs**  
**Daniel K. Inouye International Airport, Hawai'i**  
**State Project No. CO1343-43**  
**May 22, 2023**  
**10:00 AM**

	<u>Name</u>	<u>Company</u>	<u>Email</u>
1.	Reid Miyasato	DOTA	reid.m.miyasato@hawaii.gov
2.	Benton Ho	DOTA	benton.ho@hawaii.gov
3.	JoAnn Kumashiro	CONTRACT FURNISHERS	Joann@op-hawaii.com
4.		OF HAWAII, INC.	
5.	Charlene Aoki	ODP BUSINESS	Charlene.Aoki@odpbusiness.com
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