

**SPECIFICATIONS FOR SECURITY GUARD SERVICES**  
**AT STATE PARKS ON THE ISLAND OF OAHU**

**DESCRIPTION:**

The Contractor shall provide twenty-four (24) hour security guard services, with employees posted on-site for the following State Parks on the Island of Oahu: Wahiawa Freshwater State Recreation Park, Sand Island State Recreation Area, Diamond Head State Monument, as specified herein. The Contractor shall provide mobile patrol service and conduct checks at random hours of the following areas: Puu Ualakaa State Wayside, Nuuanu Pali State Wayside, Waahila Ridge State Recreation Area, Kapena Falls State Park Reserve and Kawainui State Park. The Contractor shall furnish unarmed security officers as specified in these specifications. The Contractor's service shall provide both motorized and foot patrols of the areas mentioned above.

**QUALIFICATION OF BIDDERS:**

Contractors may be asked to provide documentation of licenses, certificates and other requirements listed in the subsections below. Requested qualification documents shall be submitted as an attachment to the vendor's offer made via the Hawaii Electronic Procurement System (HIEPRO) at the time of offer submission. Failure to submit requested documents may result in the rejection of bid or termination of contract by Department of Land and Natural Resources.

Attention is directed below to the provisions of Chapter 444, Contractors, of the Hawaii Revised Statutes, regarding the licensing of contractors in the State.

**A. Contractor or Contractor's Responsible Managing Employee (RME) Qualification:**

1. **License.** At the time of bidding, possesses a valid State of Hawaii Guard Agency (GDA) license. The Contractor must possess the license throughout the duration of the contract including any extensions granted to this contract. A copy of GDA license shall be submitted with the Contractor's offer.
2. **Work Experience.** At the time of bidding, the Contractor shall have a minimum of two (2) consecutive years of Guard Agency (GDA) license experience in the field of furnishing security guard services. The experience shall include a minimum of two (2) years managing contracts similar to this project in size and scope prior to bid opening.
3. **Business and Tax License Required.** The contractor shall possess the required business and tax license to conduct business in the State of Hawaii.

**IMPORTANT:** Hawaii Compliance Express will be used to verify vendor compliance with tax and business licenses and clearances. Vendors must have "compliant" status within the Hawaii Compliance Express system at the time of award and provide the lowest, responsive offer to be awarded this procurement.

4. **Vehicle Requirements:** Have all required equipment including sufficient supporting vehicles necessary to perform the specified services for this project. The Contractor shall be able to provide list of required equipment including all supporting vehicles.
- Contractor's vehicles must have Contractor's company name and/or logo displayed on doors or side panels and shall be in letters large enough to be easily legible from a distance of one hundred (100) feet. Magnetic signs bearing the contractor's company name/logo are acceptable. Cost for the logo/contractor's company name shall be considered as incidental cost to this project.
  - All vehicles shall be kept in good condition and appearance.
  - All vehicles shall meet all State and County licensing and registration and safety requirements and shall be equipped properly in accordance with City, State, Federal and OSHA requirements.
  - The Contractor shall ensure all vehicles meet the insurance requirements of the State of Hawaii.
  - Operation of all equipment shall be in accordance with all applicable OSHA, other Federal, State, and local regulations and laws and the equipment operator's manual.

**IMPORTANT INFORMATION:**

As of October 1, 2022, salaries of State employees performing similar work to that under this contract are as follows:

Class Title	Bargaining Unit Salary Range	Minimum Hourly Pay Rate
Security Officer I	BU 03/ SR-13	\$19.72
Security Officer II	BU 03/ SR-15	\$21.34
Security Officer III	BU 03/ SR-17	\$23.07

The above information is provided to the Contractor for guidance only and is subject to change in accordance with existing collective bargaining contracts or shall change as contracts are renegotiated. It is the Contractor's responsibility to verify the accuracy of the wage rates contained herein and to provide for changes in the minimum wages, which must be paid to personnel when work is done on this project. Bidders are further advised that they are not restricted to hire only those classifications of employees as listed but are free to employ such other classifications of workers as the bidder deems proper and proposes to use on the project, as may be according to the bidder's common hiring practice. However, the principal duties of employees other than those listed herein above working on the project will be matched against those of State workers determine the closest equivalent State employee classification, and the Contractor must compensate such employee(s) at a rate which is no less than that of the equivalent State Employee.

**B. Contractor or Contractor's RME or Contractor's Personnel Qualification.**

The Contractor shall employ the minimum number of personnel as specified below, capable of fulfilling all duties as specified, and who is trained/certified/licensed/experienced on the following:

- 1. **Security Officer(s) – At the time of bidding possesses the following:**
  - a. **License** – a valid State of Hawaii “Guard Employee” license. The Contractor shall possess the license throughout the duration of the contract and any extension to this contract.
  - b. **Work Experience** – The Contractor or the Contractor’s Personnel shall have a minimum of two (2) consecutive years as a license Private Detective and/or Guard Agency. The number of years of experience shall be listed and provided in the vendor’s proposal.

**2. Contractor Personnel Requirements:**

- a. **Uniforms.** Contractor employees on the jobs site shall be easily identified as the Contractor’s employee by wearing a uniform with the company name and logo.

Contractor’s employees shall always be neat and clean in appearance. A color and style of uniform shirt shall be selected by the Contractor, which will be worn by all Contractor’s personnel.

**SCOPE OF WORK**

The scope of work consists of four posts and one mobile patrol assignment. The static posts are: Area 1 – Wahiawa Freshwater State Recreation Area, Area 2 – Sand Island State Recreation Area, Area 3-Diamond Head State Monument, including the exterior slopes under State Park jurisdiction. The mobile patrol assignment is: Area 4- Mobile Patrol of Puu Ualakaa State Wayside, Nuuanu Pali State Wayside and Waahila Ridge State Recreation Area, Kapena Point State Park Reserve and Kawainui State Park. The work description each Guard on duty for each Area shall include but is not limited to the following:

No.	Work Duties and Responsibilities	Area 1	Area 2	Area 3	Area 4
1	The watch shall consist of one unarmed, properly trained, certified, and licensed security officer for each area.	X	X	X	X
2	Shall present a neat appearance and wear a uniform as a commercial security guard company including a name tag/badge.	X	X	X	X

3	Confront all intruders and prevent unauthorized entry or attempt of entry to the assigned area without exposing themselves to undue risk.	X	X	X	X
4	The guard shall follow the Notification Procedure in cases of any incident of pilferage, burglary, fire, power failure or unauthorized entry by a person. Verbal notification shall be followed up with a written report and be submitted promptly at a practical time but shall be submitted within 24-hours of the incident. All incidents shall be document immediately in the Daily Security Officer's Log and followed with details in the respective Incident Report form. Any photos taken shall also be included with the Incident Report form.	X	X	X	X
5	Cooperate fully with the concerned agency (police, fire, or other responsible party) in the event of any law violations or the discovery of any unsafe conditions.	X	X	X	X
6	Maintain a Daily Security Officer's Log which includes the following information.	X	X	X	X
6a	Time of each entry and telephone contact between guard's dispatcher and the duty guard.	X	X	X	X
6c	Routine patrol activities.	X	X	X	X
6d	Items important to the Department (i.e. any issues with vendors or contractors on site).	X	X	X	X
6e	All incidents or unusual occurrences	X	X	X	X
7	Submit the Daily Security Officer's Log, including copies of any Incident Report, as applicable, during the watch to the Enforcement Chief or designee at the end of the final watch of the day by email or in person.	X	X	X	X
9	Work to establish and cultivate a positive presence within the Area.	X	X	X	X
10	Provide a continuous and visible deterrent in the Area to ensure the safety and security of the people and property.	X	X	X	X
11	Conduct hourly rounds on foot and vehicle and perform the following applicable:	X	X	X	X
11a	Verify gates are locked at appropriate closure times	X	X	X	X
11b	Verify doors to the buildings or trailers are locked	X	X	X	X
11c	Maintain a fire watch and verify that no smoke or fire is coming from any equipment, building, or trailer or anywhere on the premises.	X	X	X	X

11d	Verify no illegal entry has been attempted in the Area, or no suspicious activity or items are present while on patrol, including patrolling around buildings/facilities and parking lots.	X	X	X	X
11e	Note round completion in the Daily Security Officer's log	X	X	X	X
11f	Clean and police the guards immediate work area at the end of each shift	X	X	X	X

**DUTY LOCATION AND HOURS OF DUTY:**

Vendor shall provide security guard services for three post locations and one mobile patrol assignment for the listed locations for the State of Hawaii Department of Land and Natural Resources as listed below:

1. Area 1 – Wahiawa Freshwater State Recreation Area (One Employee posted on-site)
  - 24 hours per day, including Federal and State holidays and weekends.
  
2. Area 2 – Sand Island State Recreation Area (One Employee posted on-site)
  - 24 hours per day, including Federal and State holidays and weekends.
  
3. Area 3- Diamond Head Recreation Area, including exterior slope areas under the jurisdiction of the Department of Land and Natural Areas. (One Employee posted on-site)
  - 24 hours per day, including Federal and State holidays and weekends.
  
4. Area 4- Mobile patrol assignment (One employee) to conduct checks of Puu Ualakaa State Wayside, Nuuanu Pali State Wayside and Waahila Ridge State Recreation Area, Kapena Falls State Park Reserve and Kawainui State . (Performed by Mobile Patrol)
  - 24 hours per day, including Federal and State holidays and weekends.

**NOTIFICATION PROCEDURE**

In cases of fire or smoke, intruders, power failures, emergency telephone calls, unusual events, suspicious activity/items, the Security Officer on duty shall notify the personnel listed in the Notification Procedure which will be provided by the Department to the Contractor prior to commencing with the work.

## **CONTRACTOR'S FURNISHED ITEMS**

The Contractor shall furnish the following items. The cost shall be incidental to the cost of furnishing security guard services.

- Flashlight(s) and batteries, as required. Minimum of one per Security Officer. The Contractor shall determine the size and type.
- Security guard company uniforms to include name tags/badge.
- Safety equipment(s) as specified in Safety Precaution Section of this Specifications.

## **KEY CONTROL**

If applicable, the Contractor shall be responsible to the keys that are issued by the Department. The Contractor shall ensure that issued keys are not lost, used by unauthorized persons, or misplaced. The Contractor shall not duplicate any issued keys. The Contractor shall notify the Department in writing immediately after discovery of lost, used by an unauthorized person, or misplaced keys.

## **DAMAGES CAUSED BY CONTRACTOR**

The Contractor is responsible for all damages resulting from his operations and shall be reported to the Department. All damages shall be repaired similarly or better than the original condition prior to being damage. Repair to the damages shall be completed within seven (7) working days of notification from the Department. The complete work shall be inspected and accepted by the Department.

## **SAFETY AND ACCIDENT PREVENTION**

The Contractor shall conduct his security operations with due regard to the convenience and safety of the public. The protection of persons and property shall be provided by the Contractor.

1. The Contractor shall observe safety rules, procedures and practices to the fullest during performance of work.
2. The Contractor and Contractor's employees shall exercise due care in performing any work. The Contractor and Contractor's employees may be subject to slip, trip, fall, vehicular hazards, chemical hazards, noise hazards, biological hazard (from homeless areas), and other workplace hazards. The Contractor shall maintain an internal aggressive safety program.

3. All Contractor's methods and practices shall be in accordance with the U.S. Department of Labor (DOL) Occupational Safety and Health Administration (OSHA); the Hawaii Department of Labor and Industrial Relations (DLIR); Hawaii Occupational Safety and Health Division (HIOSH), health standards, and health programs required by the Hawaii Administrative Rules §12-110 and Hawaii Revised Statutes §396, and any other applicable federal, state, and local rules and regulations.
4. The Contractor is responsible for the work site and the work practices of all employees on the contract site and is the controlling, exposing, correcting as well as the creating employer for purposes of this scope of work. The State of Hawaii, Department of Land and Natural Resources, monitoring the work in progress is not a representative or responsible to control the employer workplace and work practice and health compliance.
5. While working in the respective areas, all employees under control of the Contractor shall wear OSHA-compliant personal protective equipment (PPE) appropriate to the hazards, including, but not limited to: head protection, safety hard hats, hearing protection, safety vest, goggles, gloves, safety shoes, clothing and footwear appropriate to the known hazard and other equipment as required. As a minimum, vest shall be the appropriate safety apparel that meets the current ANSI/ISEA 107 and the U.S. Department of Transportation's MUTCD high visibility Safety Apparel Standards.

#### **SUBMITTALS/REPORTS SUMMARY**

The Contractor shall furnish the following submittals/reports as a hard copy:

1. Security Officer's log
2. Written Incident report, including any photos taken
3. Certified Payroll Affidavit or Invoice

#### **TERM OF CONTRACT**

The term of this contract shall be for twelve (12) months from the date indicated in the Notice to Proceed from the Department then any succeeding contract extension amendments.

### **BASIS FOR PAYMENT**

The Contractor's bid price shall be full compensation for furnishing all labor, materials, tools, equipment, vehicles, communication cost, taxes, insurance, overhead, travel, and incidental costs necessary to carry out the work of these specifications.

The Contractor shall provide a monthly invoice to the Department detailing all hours worked for the month under this contract.

The Contractor shall not charge the State of Hawaii for any work shift or work period where the Contractor has failed to provide a guard to provide services under this contract.

### **DISQUALIFICATION OF CONTRACTOR'S EMPLOYEES**

The State/Department reserves the right to disqualify or remove the Contractor's employee from this contract based on the person's performance anytime during the contract. The Contractor shall be able replace the disqualified or removed employee immediately prior to the individual's next work shift.