

**SPECIFICATIONS
MAINTENANCE, REPAIR, AND PARTS INSTALLATION FOR WATER AND SEWER
SYSTEMS AT VARIOUS OAHU STATE PARKS**

GENERAL SCOPE OF WORK

1. The following services are included in the scope of this contract:
 - a. Scheduled maintenance, repair and parts installation services (Groups I and II detailed below under the heading SCHEDULED MAINTENANCE, REPAIRS, AND PARTS INSTALLATION FOR WATER AND SEWER SYSTEMS).
 - b. Repair services, including "emergency" services, detailed below under the heading AUTHORIZED REPAIRS AND PARTS INSTALLATION SERVICES.
2. CONTRACTOR shall furnish all labor, parts, materials, tools, equipment, lubricants, transportation, supervision, and all else required for furnishing the services required herein. (Refer to the details under the heading PARTS AND MATERIALS below).
3. CONTRACTOR shall perform the work in accordance with the best commercial practice governing the services required herein for pump systems to assure safety and operational reliability.

PARKS AND EQUIPMENT TO BE SERVICED (Exhibits attached)

Pump systems as used in this contract shall include sewage, sump and water booster pumps with appurtenant components as applicable for the State Parks system.

1. Puu Ualakaa State Wayside – Simplex water booster system and 2 hydro tanks and leach field sewer system with septic tanks.
2. Lower Makiki Comfort Station – Leach field sewer system with septic tanks. (Next to the Hawaii Nature Center)
3. Keaiwa Heiau State Recreation Area – Duplex water booster system and hydro tank in comfort station and leach field sewer system with septic tanks.
4. Kaena Point State Park
 - . Keawaula/Tracking Station Area – Water pump system and leach field sewer system with septic tanks.
 - . Makua Firing Range Area – Water pump system.
5. Waahila Ridge State Recreation Area – Duplex water booster system.
6. Sand Island State Recreation Area – 3 duplex sewage pump stations and sewage flow meter.
7. Kahana Valley State Park, 2 Restrooms and Boat Launch Restroom – 2 duplex sewer pump systems with leach fields and bubblers.
8. Malaekahana State Recreational Area – 2 leach field sewer system with septic tanks.
9. Wahiawa Freshwater Park – Duplex sewage pump station.

WORK SCHEDULE

1. **Within seven (7) days after the award of this contract**, the CONTRACTOR shall submit in writing to the State Parks Oahu District Superintendent, or his designated representative, hereinafter called “**Parks Superintendent**”, a proposed schedule for performing the Group I and Group II maintenance and repair services. The final schedule shall be mutually agreed upon between the Parks Superintendent and the CONTRACTOR, and the CONTRACTOR must be willing and able to follow the schedule, unless otherwise approved by the Parks Superintendent.
2. It is understood and agreed that the CONTRACTOR shall perform:
 - a. All Group I and Group II scheduled maintenance, repair, and parts installation services during “normal working hours and normal working days”; and
 - b. The monthly basic service (Group 1-A and Group II-C) during the **last week** of the month.
3. “**Normal working hours on normal working days**” means between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday, excluding State holidays.
4. The State reserves the option to request the CONTRACTOR to perform Group I and Group II scheduled maintenance, repair, and parts installation services outside of “normal working hours on normal working days”. **When this option is exercised, the CONTRACTOR will be compensated for the number of man hours performed at one-half the rate offered for Group III, item G.**

SCHEDULED MAINTENANCE, REPAIRS, AND PARTS INSTALLATION FOR WATER AND SEWER SYSTEMS

The CONTRACTOR shall perform the following work which shall include, but not to be limited to, correcting defects, lubricating, adjusting, and performing protective painting on all integral parts where needed to keep the units in or to return the units to continuous, efficient, and safe operating condition:

GROUP I. SERVICE OF WATER PUMPING AND STORAGE SYSTEMS

A. BASIC SERVICE

- Check suction reservoir tank & level controls.
- Ensure that hi temp purge system is working.
- Check storage tank levels controls.
- Check operation of time clock, relays & electrical equipment.
- Clean and service pump equipment.
- Lubricate pumps and motors according to manufacturer’s recommendations.
- Check irrigation pumps for proper response to sprinkler demand.
- Run amperage checks on motors.
- Check all valves for proper operation.
- Check condition of wiring in motor control center and to all motors and controls.
- Open and clean control valves.

B. TESTING SERVICE

- Take water samples from all systems, except Kaena Point systems, feeding into a storage tank at outlet from tank. Have samples tested to total coliform at certified testing lab and report findings to State Parks Division.

GROUP II. SERVICE OF SEWAGE AND SUMP PUMPS

C. BASIC SERVICE

- Lubricate motor & pump according to manufacturer's recommendations.
- Check for vibration and noise.
- Check operation of float switches or other levels controls.
- Check for leakage in system.
- Check motor to pump coupling for wear and alignment.
- Check hi level alarms & pump alternators.
- Run amperage checks on motors.

D. PUMPING CLEANING AND INSPECTION SERVICE

- Pump down wet wells with house pumps & inspect for rubbish build-up. Have wet wells pumped quarterly and semi-annually by sanitary hauler or when additional pumping is required. When additional pumping is required prior to the quarterly and semi-annual inspections, charges will be paid by the State Parks Division in addition to a ten (10) percent service fee.
- Clean seal flush strainers.
- Operate isolation and check valves.

AUTHORIZED REPAIRS AND PARTS INSTALLATION SERVICES

1. In addition to the services provided under Group I and Group II, the CONTRACTOR shall be responsible for providing parts and labor for all "authorized repairs and parts installation services" to the equipment listed herein on an "on-call" basis.
2. Authorized repairs and parts installation services shall be responded to within 5 working days of the request or the next scheduled maintenance service date whichever is sooner. If it deemed an "**emergency**" by the Parks Superintendent, the service shall be responded to **within 4 hours from the time the Contractor is notified.**
3. The following procedures apply:
 - a. The Parks Superintendent places a "trouble call" to the CONTRACTOR.
 - b. The following day the CONTRACTOR reports the status of the trouble call to the Parks Superintendent. The CONTRACTOR will inform the Parks Superintendent of the evaluation of the problem and if corrected, what action taken. If not corrected, the CONTRACTOR will provide an estimated completion date.

- c. The CONTRACTOR shall submit the following in writing within 7 working days of the request for an authorized repairs and parts installation services: within 24 hours of request for an “emergency” service:
 - i) Location and description of problem;
 - ii) Breakdown of parts and materials, including estimated costs and extra costs, such as air freight;
 - iii) Estimated number of man hours required for the work;
 - iv) Date(s) for arrival and completion time; and
 - v) Name of State personnel authorizing repair work.
4. As each repair job is completed, the CONTRACTOR shall present his trouble call ticket to the Parks Superintendent or his designated representative for certification. The trouble call ticket shall include all chargeable time and material. **The CONTRACTOR shall submit to the Parks Superintendent at least monthly, a copy of all the certified trouble call tickets.**
5. The State will compensate the CONTRACTOR for:
 - a. Parts replacement at Contractor’s cost. Contractor shall submit supplier’s invoice when billing the State for parts.
 - b. Labor, including travel time not exceeding one (1) hour, at the applicable fixed hourly rates offered in Group III, items F, G, H, or I depending on when (day and time) the work was performed or whether it was an emergency. (Page OF-5)

CONTRACTOR shall be responsible for all other costs as if the work were performed during normal working hours.

6. The CONTRACTOR shall bill for authorized repairs and parts installation services separately from the Group I and Group II contract price. Unless the CONTRACTOR is given advance approval by the Parks Superintendent to perform the work in the form of a separate purchase order, the State shall not be held responsible to pay for unauthorized work performed by the CONTRACTOR.
7. **Payments for authorized repairs and parts installation services shall be made against the purchase orders** issued for the work and shall not be charged against the funds certified for Group I and Group II work.

PARTS AND MATERIALS

1. The cost of parts and materials for any and all work performed under this contract **TOTALING FIFTY DOLLARS (\$50.00) OR LESS PER SITE PER VISIT shall be provided at no additional cost to the State.**

When the cost of parts and materials per site visit totals more than fifty dollars (\$50.00), **the dollar amount more than fifty dollars (\$50.00)** shall be billed to the State at CONTRACTOR cost.

2. At the time of invoicing the State for parts and materials, the CONTRACTOR shall submit supplier's original billing to substantiate the charge.
3. The CONTRACTOR shall restore to serviceability all parts that are found to cost less to restore than to replace with a new part. Where parts are worn out and cannot be restored, the CONTRACTOR shall replace these parts with new parts. Only new parts, standard parts manufactured by the maker of each unit or parts, or equal quality shall be used.
4. The CONTRACTOR shall maintain a supply of parts and materials that are required for normal repairs of the pump system units. The CONTRACTOR shall notify the Parks Superintendent when parts are not readily available to accomplish the repairs. The Superintendent reserves the right to have the parts sent by airfreight at the expense of the State.
5. The CONTRACTOR shall submit a written warranty for replacement of any integral part of equipment listed herein, such as but not limited to, motor, pump, etc., as guaranteed by the factory. The warranty shall include labor for replacing or correcting any defective part or material.

LABOR

1. The cost of labor for the scheduled maintenance, repairs, and parts installation services in Group I and Group II shall be included in the Bid Price Per Service and Per Site offered. However, should the Parks Superintendent request that the Groups I and II services be performed outside of the "normal working hours on normal working days", the CONTRACTOR will be compensated for the number of man hours performed, **Group III, Item I.**
2. The cost of labor for authorized repairs and parts installation services, including emergency services, shall be based on the number of man hours performed, including travel time not exceeding one (1) hour and charged at the applicable Group III fixed hourly rate, depending on the when (time and day) the work is performed and whether it's an emergency.

ADDITIONAL CONTACTOR RESPONSIBILITIES

1. The CONTRACTOR shall be responsible for repairs if damages are caused by the CONTRACTOR'S failure to properly maintain and service the systems and equipment. If damages are due to flagrant vandalism, fire, storm, or related damages that can be attributed to abuses beyond CONTRACTOR'S control, CONTRACTOR shall not be responsible for the costs of the repairs.
2. The CONTRACTOR shall keep the job site free of debris, litter, refuse, etc. and shall clean all oil drippings during the daily progress of work. The CONTRACTOR shall remove all equipment from the area upon completion of the work.
3. The CONTRACTOR SHALL exercise caution during the progress of his maintenance and repair work to prevent damage to any of the park improvements. **The CONTRACTOR shall report all damages caused by his negligence and repair the damages at his own expense when requested by the State Parks Division.**

SPECIAL REPORTS

The CONTRACTOR shall also maintain a separate book, record, documents, and other evidence pertaining to the maintenance, repair, and costs for each pump system at the various parks to the extent, and in such detail, as will properly and adequately reflect maintenance history and cost (labor, materials, parts and equipment). (The CONTRACTOR shall also submit an updated inventory of equipment, listed by park, at the end of each twelve-month contract period.)

MAINTENANCE CHECKLIST

The CONTRACTOR shall prepare and maintain a maintenance checklist and post a checklist on or near each unit as described herein. The checklist will include the date maintenance was performed, the name of mechanic who performed said maintenance, and the type of repair work performed on the unit, if any. It will be the CONTRACTOR'S responsibility to maintain the checklist by recording the above date after each scheduled maintenance, repair, and parts installation services and after each authorized repair services.

At the end of each twelve-month contact period, the CONTRACTOR shall submit with their final invoice, completed checklists and logs of all pump equipment at each park location. No final payment will be made until all completed checklists and logs are received.

INSPECTION

Work performed shall be subject to random periodic inspection by the Parks Superintendent who reserves the right to have the CONTRACTOR present at such inspection.