



HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION

INVITATION FOR BIDS IFB NO. 23-003-K85-S

VILLAGES OF KAPOLEI – TREE SERVICES

PRE-BID CONFERENCE

AGENDA

I. Sign-in:

NAME	COMPANY	EMAIL	PHONE / FAX
1. John Ito	The Tree People	John@thetreepeople.us	808-836-9515
2. Eric Eckard	Falls Island Tree Experts	fallsislandtree@gmail.com	808-518-7353
3. Kevin	Falls Island Tree Experts	fallsislandtree@gmail.com	808-518-7353
4. Norman Jimeno	HHFDC	norman.jimeno.jr@hawaii.gov	808-587-0524

II. Overview:

a. **Registration required to receive IFB updates.**

Prospective bidders must register with the IFB Contact to receive any updates to the IFB. If this IFB is being conducted on the State of Hawaii eProcurement (HlePRO) website, then bidders must register on HlePRO submit questions and bid on the solicitation.

b. **Sign up for Hawaii Compliance Express (HCE):**

<https://vendors.ehawaii.gov/hce/>.

c. **Solicitation Schedule:**

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|------|--|---------------------------------------|
| i. | Deadline for Questions and Clarifications | October 23, 2023 –
4:30 pm |
| ii. | State Response to Questions and Clarifications | November 2, 2023 |
| iii. | Proposals Due | November 9, 2023
No later than 2PM |
| iv. | Anticipated Contract Start Date | December 2023 |

d. **Review IFB and all attachments, including contract terms and conditions.**

III. Scope of Work:

IV. Questions & Answers

This is an informational meeting for clarification purposes only. Any statements made by HHFDC representatives are only intended to give prospective bidders general direction and shall not be binding on HHFDC unless confirmed by written addendum. All questions and communications regarding this IFB must be directed to the IFB Contact. If the IFB is being conducted on the State of Hawaii eProcurement System (HlePRO), then questions must be submitted on HlePRO.

V. Prebid Meeting:

- a. Meeting start: 10:00
- b. Teams Meeting Conference Call
- c. Attendance:
 - i. HHFDC: Norman Jimeno Jr.
 - ii. Bidders:
 1. The Tree People – John Ito
 2. Falls Island Trees – Erik EckKard
 3. Falls Island Trees – Co-Worker
- d. Review Agenda
 - i. Sign In
 - ii. Registration required to receive IFB updates.
 - iii. Sign up for Hawaii Compliance Express (HCE):
 - iv. Solicitation Schedule:
 - v. Reviewed IFB and all attachments, including contract terms and conditions.
 - vi. Reviewed Scope of Work
 - vii. Solicitation of Questions:
 1. Bidders were directed to send in their questions through HlePRO
- e. Meeting End: 10:30