

**GENERAL SPECIFICATIONS FOR DLNR-DOCARE ACADEMY PROGRAM**  
**LODGING**

The Department of Land and Natural Resources-Division of Conservation and Resources Enforcement is soliciting offers to lodge seventeen (17) neighbor island employees.

Vendors will be required to provide a total of ten (10) double occupancy rooms in addition to parking facilities to accommodate up to four (4) passenger vehicles, to include but not limited to large vans. Two employees will be assigned to a room and it will be provided during scheduled working days only. Working days are described as generally Monday through Friday with the observance of all Federal and State holidays.

**IMPORTANT: ROOMS WILL BE REQUIRED FOR A TOTAL OF 86 NIGHTS, from the period starting on Monday, June 3, 2024 and ending on Friday, December 13, 2024. Generally, no room lodging will be needed for Saturday and Sunday and on all State recognized holidays during this period. To submit an offer, vendor must complete the attached OF-2 form, and must also submit their offer electronically in the HIEPRO system. For further information, please review the attached Lodging Vendor Schedule, which provides details on the dates for which lodging will be required.**

Vendor must be able to provide lodging as specified. No substitutions will be accepted.

**At the time of award, the Vendor must be listed as compliant within the Hawaii Compliance Express. AWARDED VENDOR MUST BE ABLE TO PROVIDE ALL OF THE REQUESTED SPECIFICATIONS AND HAVE THEM READILY AVAILABLE BY June 3, 2024 to December 13, 2024.**

\*Dates are subject to change.

**INVOICING AND PAYMENT**

The Department shall be responsible for the entire cost of the lodging as specified. Vendor's offer and pricing shall include applicable tax, and all costs relating to providing and delivering the requested lodging. Vendor will be required to provide an invoice for payment of all costs on a weekly basis. Payments made to the vendor will be processed and paid weekly.

**CONTACT INFORMATION:**

Inquiries concerning this solicitation can be sent to:

DLNR-DOCARE  
ATTN: CREO | ACADEMY 24-01  
1151 Punchbowl St., #311  
Honolulu, HI 96813

## DETAILED SPECIFICATIONS

The following accommodations and/or amenities will need to be provided. No substitutions will be allowed.

- Lodging facility shall be within a 15-mile radius to the Aloha Stadium located at 99-500 Salt Lake Boulevard, Aiea, O'ahu, Hawai'i.
- Lodging facility shall be within a 12-mile radius to the Daniel K. Inouye International Airport.
- Lodging facility shall be within a 5-minute walk to restaurants and food court facilities.
- Lodging facility shall be within a 5-minute walk to shops that offers for sale basic hygienic supplies and comfort living supplies.
- At a minimum, rooms shall be outfitted with 2 double beds, a night stand with two drawers, and two bed lamps.
- Lodging facility shall provide complimentary housekeeping/maid services.
- At a minimum, rooms shall be equipped with a bathroom consisting of a clean flushable toilet with complimentary toilet paper, stand-in shower/tub combination with complimentary shower hygienic products, blow drier, complimentary towels for two guests and an operable sink, vanity and mirror. Complimentary shower and hygienic products to be replaced upon request.
- Rooms shall be equipped with a dresser and enclosed closet system capable of storing clothes for two occupants, as well as complimentary iron and ironing board.
- Rooms shall be equipped with an operable air conditioning (AC) system and access to outside fresh air via balcony. The AC system shall have an energy efficient fail safe off system upon the opening of the sliding balcony door.
- Rooms shall be no less than 335-sq-feet in living space.
- Rooms shall be equipped with a 3.3 cubic foot capacity refrigerator/freezer and a flat screen television with remote control.
- Lodging facility shall provide complimentary wired and wireless internet access.
- Rooms shall be equipped with wired phones, a digital combination safe and a desk with chair.
- Rooms shall be equipped with a microwave, small pantry system, a coffee maker with complimentary coffee, coffee filters, and two coffee cups.

- Rooms shall be equipped with a table and two chairs for dining and multi-use purposes.
- Rooms shall be equipped with an operable, approved, rated and inspected fire sprinkler system.
- Rooms shall be designated as non-smoking.
- Front doors to the rooms shall be equipped with a digital keyless entry locking mechanism accessed using a programmed card key. The front doors shall also be equipped with a secondary commercial door guard and hydraulic closure. The front doors shall be impact resistant to unauthorized entry and have acoustic muffling capabilities.
- Lodging facility shall have a 24-hour on-site certified security personnel and services.
- Lodging facility shall have a complimentary air-conditioned fitness center equipped with various and operable fitness gear and apparatuses.
- Lodging facility shall have an operable and air-conditioned elevator system.
- Lodging facility shall have a fire escape plan that's visible, legible, and accessible on the room doors and in the corridors.
- Lodging facility shall have a 24-hour business center and dry cleaning/laundry services.
- Lodging facility shall have a fitness center and pool facility.
- Lodging facility shall have available an operable on-site ice maker.
- Lodging facility shall have available an operable and stocked snack and drink vending machine.
- Self-parking and valet parking available onsite with sufficient stalls to accommodate 4 vehicles and/or parking stalls to accommodate a 15-passenger sized van(s).
- Be able to effect an infectious disease facility safety plan pursuant to the Centers for Disease Control and Prevention (CDC), State of Hawai'i Department of Health (DOH) guidelines and the Office of the Governor's emergency proclamation should there be a declaration involving an infectious disease or diseases.
- Lodging facility and rooms shall have a disinfecting and cleaning schedule or shall have it available upon request.
- Lodging facility shall have an employee and guest infectious diseases exposure plan should a declaration be announced and affirmed.

- Property follows regional sanitization guidelines pertaining to infectious diseases Health & Safety Standards (Hawai'i - USA).
- Property follows a brand or regulatory agency's sanitization guidelines ALLSAFE (Accor Hotels).
- Lodging facility shall have an available contactless check-out system.
- Lodging facility shall be American with Disabilities Act (ADA) compliant and accessible.
- **IMPORTANT: Should it become necessary, the lodging facility shall be capable of providing an additional and separate room to provide for quarantine and isolation should an employee occupant under this solicitation contract and test positive for an infectious disease that warrants an isolation period pursuant to the Centers for Disease Control and Prevention (CDC), or State of Hawai'i Department of Health (DOH) guidelines and/or the provisions of an emergency proclamation issued by the Governor of Hawaii.**