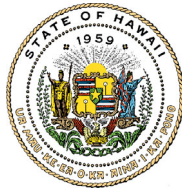


JOSH GREEN, M.D.  
GOVERNOR  
KE KIA'ĀINA



RYAN I. YAMANE  
DIRECTOR  
KA LUNA HO'OKELE

JOSEPH CAMPOS II  
DEPUTY DIRECTOR  
KA HOPE LUNA HO'OKELE

STATE OF HAWAII  
KA MOKU'ĀINA O HAWAI'I  
**DEPARTMENT OF HUMAN SERVICES**  
KA 'OIHANA MĀLAMA LAWELAWE KANAKA  
Social Services Division  
Maui Child Welfare Services Section  
1885 Main Street, Suite 306  
Wailuku, Hawaii 96793

TRISTA SPEER  
DEPUTY DIRECTOR  
KA HOPE LUNA HO'OKELE

October 4, 2024

**THIS IS AN AMENDED SOLICITATION FOR QUOTES. THE SCOPE OF WORK HAS BEEN AMENDED.**

The State of Hawaii, Department of Human Services (DHS), Maui Child Welfare Services Section (MCWSS) is soliciting quotes for **Moving Services** to move specified items located within 1885 Main Street, 3<sup>rd</sup> floor, Wailuku, Hawaii 96793 to 53 Puunene Avenue, Suite 130, Kahului, Hawaii 96732, and removal and disposal/recycling of specified items from the Main Street office location. The Main Street office is located on the 3<sup>rd</sup> floor with two elevators and no loading zone.

**Dates of Services:**

**Monday, October 28, 2024 to Friday, November 1, 2024 between the hours of 7:45 a.m. to 4:30 p.m.**

Moving services shall begin on Monday, October 28, 2024.

All items shall be completely removed and disposed/recycled from Main Street office by Friday, November 1, 2024.

**Point of Contact:**

Interested vendors should contact the following persons to schedule a site visit:

Annie Reinecke, DHS/MCWS Section Administrator  
areinecke@dhs.hawaii.gov  
(808) 283-3644

Jasmine Bekgran, DHS/MCWSS Staff Services Assistant  
jbekgran@dhs.hawaii.gov  
(808) 243-5257

**Bid Submission Deadline:**

**Complete quotes must be submitted through HlePRO website no later than October 9, 2024, 2:00 p.m.**

## **MINIMUM SPECIFICATIONS, QUALIFICATIONS, AND REQUIREMENTS**

### **1. SCOPE OF WORK**

#### **A. Moving Services**

- i) Inside moving services within the building at 1885 Main Street, Wailuku and 53 Puunene Avenue, Kahului.
- ii) Disassemble and reassemble specified furniture (wooden bookshelf and tables).
- ii) Vendor shall provide all tools, equipment, floor protection, wrapping/blanketing/tape, transportation, and labor to safely move equipment, furniture, boxes, and miscellaneous items.
- iii) Items will be clearly identified by DHS/MCWSS to prioritize items being relocated to Puunene Avenue office. Boxes containing fragile and confidential contents will be clearly marked by DHS/MCWSS.

The following is an estimate of quantity of items being moved:

|                   |                         |
|-------------------|-------------------------|
| Boxes: 200        | Bookcases: 16           |
| End Tables: 12    | Tall File Cabinets: 23  |
| Chairs: 70        | Small File Cabinets: 10 |
| Folding Tables: 2 | Large File Cabinets: 1  |
| Couches: 8        | Mini Fridges: 4         |
| Large Tables: 9   | Refrigerator: 1         |
| Carts: 10         | Microwaves: 4           |
| Typewriter: 1     |                         |

#### **B. Disposal Services**

- i) Disassemble and dispose approximately 22 desks and 20 file cabinets.
- ii) Vendor will be responsible for making all arrangements with a recycling center or disposal facility and shall comply with all applicable rules and regulations.
- iii) Vendor will be responsible for payment of any fees for proper disposal.

### **2. QUALIFICATIONS AND REQUIREMENTS**

- A. Vendor must have at least five (5) years of direct experience in commercial moves.
- B. Vendor shall provide skilled supervision and workers familiar with the required services and proficiency with the operation of all required equipment.
- C. Current Certificate of Vendor Compliance from Hawaii Compliance Express (HCE).

- D. Certificate of Liability Insurance (see attached COI sample)
  - i) General liability insurance including bodily injury and property damage, personal injury, and products, and completed operations coverage for at least \$1,000,000 per occurrence.
  - ii) General aggregate for at least \$2,000,000.
  - iii) Automobile insurance for Vendor's own vehicles for at least \$1,000,000 per accident.

**3. BID AND AWARD**

- A. Interested vendors are required to submit bids through HlePRO website no later than Wednesday, October 9, 2024, 2:00 p.m.
- B. Quotes must include cost of labor, equipment, transportation, disposal fees, taxes, and other applicable costs.
- C. DHS/MCWSS shall make a single award to the lowest responsive, responsible vendor who meets all aforementioned minimum specifications, qualifications, and requirements.
- D. Final award amount will be dependent on actual work performed and services provided during the term of the contract but shall not exceed \$30,000.
  - i) Vendor shall provide a detailed invoice to DHS/MCWSS after completion of work/services.