



**DIVISION OF BOATING AND OCEAN RECREATION**

**INVITATION FOR BIDS**

**No. M-2025-01**

**SEALED OFFERS FOR  
FURNISHING REFUSE COLLECTION SERVICES FOR  
SMALL BOAT HARBORS & RAMP FACILITIES  
ISLAND OF MAUI**

**DIVISION OF BOATING & OCEAN RECREATION  
DEPARTMENT OF LAND AND NATURAL RESOURCES**

PLEASE DIRECT QUESTIONS RELATING TO THIS SOLICITATION TO PAUL K. SENSANO  
TELEPHONE (808) 243-5899, FACSIMILE (808) 243-5829 OR E-MAIL AT  
PAUL.K.SENSANO@HAWAII.GOV

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Paul K. Sensano  
Maui District Manager  
Department of Land and Natural Resource  
Division of Boating and Ocean Recreation

FURNISH REFUSE COLLECTION SERVICES FOR  
SMALL BOAT HARBORS AND RAMP FACILITIES  
ISLAND OF MAUI  
DEPARTMENT OF LAND AND NATURAL RESOURCES  
DIVISION OF BOATING & OCEAN RECREATION

Invitation for Bids No. IFB-M-2025-01

Maui District Manager  
Division of Boating and Ocean Recreation  
State of Hawaii  
101 Maalaea Boat Harbor Rd.  
Wailuku, HI 96793

Dear Sir:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, the SPO General Provisions and the AG General Conditions, Form AG-008 attached separately; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Offeror is:

- Sole Proprietor     Partnership     \*Corporation     Joint Venture  
 Other \_\_\_\_\_  
\*State of incorporation: \_\_\_\_\_

Hawaii General Excise Tax License I.D. No. \_\_\_\_\_

Payment address (other than street address below): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

Business address (street address): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

Respectfully submitted:

Date: \_\_\_\_\_ (x) \_\_\_\_\_  
Authorized (Original) Signature

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Name and Title (Please Type or Print)

E-mail Address: \_\_\_\_\_ \*\* \_\_\_\_\_  
Exact Legal Name of Company (Offeror)

\*\*If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

The following bid is hereby submitted for Refuse Collection Service for Small Boat Harbors on the island of Maui, as specified herein:

<u>Bid Price</u> <u>Per Cubic Yd.</u>	X	<u>Maximum</u> <u>Cubic Yds.</u> <u>Per Month</u>	X	<u>No. Of Months</u>	=	<u>Total</u> <u>Bid Price</u>
\$ _____		1,118		12		\$ _____

Allowance for Additional Waste Collection/Disposal and Miscellaneous Work: \$50,000.00  
(Allowance shall be included in the Total Sum Bid)\*

\*NOTE: The allowance item for additional waste collection/disposal shall only be used to pay for excess refuse beyond the capacity of the waste containers provided and bulky items. Payment for excess refuse/bulky items will only be paid upon receipt of a separate invoice for excess refuse/bulky items accompanied with a description and quantity of the excess refuse/bulky items and dated photo documentation of said excess refuse/bulky items.

Total Sum Bid: \$ \_\_\_\_\_

County of Maui Refuse Collection License No.: \_\_\_\_\_

Percentage of bid price per cubic yard that represents labor costs: \_\_\_\_\_%

Are services to be rendered by company employees similar or equal to public employees listed in the attached employee classification descriptions?

Yes  No

If yes, list similar positions: \_\_\_\_\_

Permanent office address: \_\_\_\_\_

Telephone No (Answering service is not acceptable)

Insurance is carried by (where applicable):

	<u>Carrier</u>	<u>Policy No.</u>	<u>Agent</u>
Commercial General Liability:	_____	_____	_____
Automobile Liability:	_____	_____	_____

Offeror \_\_\_\_\_  
(Name of Offeror)

**RECEIPT OF ADDENDA**

The bidder also acknowledges receipt of any and all addenda issued by the Division, by recording the date of receipt of the respective addenda in the space provided below:

<u>Addendum</u>	<u>Date Received</u>	<u>Addendum</u>	<u>Date Received</u>
No. 1	_____	No. 5	_____
No. 2	_____	No. 6	_____
No. 3	_____	No. 7	_____
No. 4	_____	No. 8	_____

It is understood that failure to receive any such addendum shall not relieve the Contractor from any obligation under this Proposal as submitted.

It is also understood and agreed that if this Proposal is accepted and the undersigned should fail or neglect to contract as aforesaid, the Board may determine that the bidder has abandoned the Contract, and thereupon, forfeiture of the security accompanying his proposal shall operate and the same shall become the property of the Board.

Names and addresses of companies or government agencies for which offeror has provided or is currently providing refuse collection service:

Name/Address

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Offeror shall list the vehicles to be used in performing services specified herein and shall provide description as to the type of vehicle:

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Offeror \_\_\_\_\_  
(Name of Offeror)

9/19/00

**WAGE CERTIFICATE  
FOR SERVICE CONTRACTS**  
(See Special Provisions)

Subject: IFB/RFP No.: IFB-M-2025-01

Title of IFB: Refuse Collection Services for Department of Land and Natural Resources,  
Division of Boating and Ocean Recreation

Pursuant to Section 103-55, Hawaii Revised Statutes (HRS), I hereby certify that if awarded the contract in excess of \$25,000, the services to be performed will be performed under the following conditions:

1. All applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with; and
2. The services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work, with the exception of professional, managerial, supervisory, and clerical personnel who are not covered by Section 103-55, HRS.

I understand that failure to comply with the above conditions during the period of the contract shall result in cancellation of the contract, unless such noncompliance is corrected within a reasonable period as determined by the procurement officer. Payment in the final settlement of the contract or the release of bonds, if applicable, or both shall not be made unless the procurement officer has determined that the noncompliance has been corrected; and

I further understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wage required by section 103-55, HRS.

Offeror: \_\_\_\_\_

Signature : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

WAGE CERTIFICATE

## SPECIFICATIONS

### SCOPE

Contractor shall provide labor, transportation, equipment and refuse containers necessary to collect and dispose of refuse from designated areas on the island of Maui in accordance with the specifications, special provisions and general terms and conditions

### SERVICE DESCRIPTION

The Contractor shall provide a total of fourteen (14) containers located at five (5) areas, as specified in the Service Schedule for DBOR-Maui (SPECIFICATIONS page S-4).

The Department of Land and Natural Resources' Administrator of the Division of Boating and Ocean Recreation or his designated representative (hereafter referred to as the Contract Administrator) shall indicate the locations at which the containers shall be placed within the areas listed above, and determine the days of the week and pickup times for collection services. The State reserves the right to unilaterally relocate, add container stations and change collection schedule during the period of this contract within the confines of the Boating Division's real property.

Any changes in the location or size of the containers or pickup days and times must have prior approval from the Contract Administrator.

When a holiday falls on a scheduled collection day, the pickup shall be made as scheduled.

### CONTAINERS

The Contractor shall provide containers of metal construction with top cover lids which can be easily opened and closed by one individual; be uniform in configuration and appearance; and easily recognizable as refuse containers. Containers shall have wheels when specified on SPECIFICATIONS page S-4, Service Schedule for DBOR-Maui.

All containers are to be painted the same color and shall be properly maintained by the Contractor at all times. Maintenance shall include but not limited to painting for good appearance, repairing of damage for safety and prevention of leakage or escape of refuse placed in the containers, periodic clean-up of interior and exterior of containers and keeping them clean and free from obnoxious residual odors, by spraying with disinfectant at least once a week to prevent obnoxious residual odors.

The State also reserves the right to apply paint or print needed markings to any and all containers.

All containers shall be replaced with fresh, clean containers from the Contractor's base yard as needed or when requested by the Contract Administrator or his assigned representative.

Contractor shall have the front of each container printed as follows: "DUMPING OILS, PAINT, FUEL, GAS, DEAD MARINE LIFE, WOOD AND METAL IS PROHIBITED". The only other printing that may appear on the containers shall serve to identify ownership of the containers. Any other printing appearing on the containers shall receive prior approval from the Contract Administrator. Containers shall not contain any advertising.

The State will not be liable for damages to the refuse containers provided by the Contractor or for any damages caused by the containers.

### **CONTAINER MAINTENANCE**

1. Contractor shall keep containers in good repair and appearance at Contractor's own expense. Any container deemed by the Contract Administrator to be undesirable shall be replaced with an acceptable container on or before the next scheduled pickup.
2. Contractor shall spray or rinse containers with a germicidal disinfectant once weekly, and when necessary, hose down and disinfect any container that is found to be soiled with wet rubbish or food refuse.
3. Contractor shall oil movable parts (hinges, casters, etc.) when necessary.

In the event Contractor fails to maintain the containers, the Contract Administrator notifies Contractor of his failure to keep the containers in good repair and appearance, Contractor shall replace the deficient containers with those acceptable to the Contract Administrator by the next scheduled pickup, and shall also respond in writing within seven (7) calendar days of the action taken to correct the deficiency.

Repeated failure by Contractor to correct container deficiencies on a timely basis, or to respond to the Contract Administrator within seven (7) calendar days, in writing, of the action taken to correct the deficiencies, shall be deemed sufficient cause for termination of the contract.

### **COLLECTION SERVICE**

Contractor shall collect refuse from the various refuse pickup areas as specified herein and with the following stipulations:

1. Containers shall be emptied completely during collections. The transfer of refuse from Container(s) to refuse collection trucks shall be performed with a minimum of spillage, pollution of the atmosphere or surrounding area. The refuse collection truck shall be constructed so that refuse therein shall be well confined without any leakage, spillage or loss of refuse during transit;
2. In the event that the container is filled, The Contractor shall ensure that all refuse stacked on the ground adjacent to container is picked up.
3. Contractor shall conduct work at the Small Boat Harbors and landing facilities in a manner, which will result in minimal interference to the safety, welfare and convenience of the public and harbors' operations.
4. Pickup days and times for all harbor locations are as follows:

Maalaea Harbor	Mon-Sat	Between 6:00am to 5:00pm
Kihei Ramp	Mon/Thur/Sat	Between 6:00am to 5:00pm
Kahului Ramp	Tue/Fri	Between 6:00am to 5:00pm



Lahaina Harbor	Mon/Tue/Thu/Fri/Sat	Between 6:00am to 5:00pm
Mala Ramp	Tue/Thur/Sat	Between 6:00am to 5:00pm

**CLEAN-UP**

Contractor shall clean up the container areas to keep them free of debris and rubbish. The areas shall be left in a clean and sanitary manner with empty refuse containers replaced at their stations in a condition that will be safe and accessible to the users.

**REFUSE DISPOSAL**

Contractor shall dispose of all refuse collected at the areas designated herein. Disposal shall be made at disposal sites that meet the requirements of local ordinances and regulations applicable to refuse disposal.

**VEHICLE LISTING AND STANDARDS**

All vehicles shall be subject to periodic inspection by the State. All vehicles must meet and comply with any and all applicable Rules and Regulations prescribed by the County of Maui, the State of Hawaii, and the U.S. Government and the rules of the Division of Boating and Ocean Recreation.

Any vehicle failing to meet the safety standards or found to be mechanically unsafe shall be removed from service and repaired. Any refusal to correct or repair discrepancies shall result in termination of the contract.

**FAILURE TO COLLECT ON SCHEDULE**

If the Contractor should fail to properly service any container during his regular scheduled collection, the following assessment will be made against him as liquidated damages:

\$50 per calendar day for each container scheduled for service but not serviced.

Before imposing liquidated damages, the State will notify the Contractor by phone of his deficiency or failure to perform. If the Contractor does not take remedial action within two (2) hours after such notification, he will be charged liquidated damages. "Make-up" collection shall be made at no additional cost to the State. Further, the State will not pay for any missed collection which the Contractor fails to "make-up" within the allowed two (2) hour period.

Service Schedule for DBOR-Maui

<u>Location Code</u>	<u>Collection Service</u>	<u>Location</u>	<u>No. of Containers</u>	<u>Container Size</u>	<u>Total Cu. Yd Per Wk</u>	<u>Ave. Per Mo. Cubic Yards</u>
A. w/Wheels	6	Maalaea Harbor	5	3	90	390
w/Wheels	6	Maalaea Harbor	1	6	36	156
	(Mon-Sat)					
B. w/o Wheels	3	Kihei Ramp	1	6	18	78
	(Mon/Thu/Sat)					
C. w/o Wheels	2	Kahului Ramp	1	6	12	52
	(Tue/Fri)					
D. w/Wheels	5	Lahaina Harbor	1	3	15	65
w/o Wheels	5	Lahaina Harbor	2	6	60	260
	(Mon/Tue/Thu/Fri/Sat)					
E. w/Wheels	3	Mala Ramp	3	3	27	117
	(Tu/Th/Sat)					
<b>Cubic Yds. Per Month</b>						<b>1,118</b>

\*All containers must have top cover lids

\*\*See Addendum A, Item 3 for Pickup times

## **SPECIAL PROVISIONS**

### **1.0 SCOPE**

The furnishing of refuse collection service for the Department of Land & Natural Resources (DLNR), Division of Boating and Ocean Recreation (DBOR), on the island of Maui shall be in accordance with these Special Provisions, the attached Specifications, and the AG General Conditions, Form AG-008.

### **2.0 CONTRACT ADMINISTRATOR**

For purposes of this contract, Paul K. Sensano or his designated representative is the designated Contract Administrator. Paul may be reached at telephone (808) 243-5899 or fax (808) 243-5829 or email at paul.k.sensano@hawaii.gov.

### **3.0 TERM OF CONTRACT**

The term of contract shall be for the twelve (12) month period commencing from the date of written Notice to Proceed.

Unless terminated, the contract may be extended without re-bidding, upon mutual agreement in writing between the State and the Contractor, prior to the expiration date, for not more than three (3) additional twelve (12) month periods, or parts thereof. Provided, however, the contract price for the extended period shall remain the same or lower than the initial contract price, subject to any price increase allowed by the contract.

The Contractor or the State may terminate any extended contract period at any time upon ninety (90) days prior written notice.

### **4.0 RESPONSIBILITY OF OFFERORS**

Offeror is advised that if awarded a contract under this solicitation, Offeror shall, upon award of the contract, furnish proof of compliance with the requirements of §103D-310(c), HRS:

1. Chapter 237, tax clearance;
2. Chapter 383, unemployment insurance;
3. Chapter 386, workers' compensation;
4. Chapter 392, temporary disability insurance;
5. Chapter 393, prepaid health care; and
6. Chapter 103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State.

Refer to the Award of Contract provision herein for instructions on furnishing the documents that are acceptable to the State as proof of compliance with the above mentioned requirements.

### **5.0 OFFEROR QUALIFICATION**

**Office Location:** Contractor shall have a permanent office location from where he conducts business and where he will be accessible to telephone calls for complaints or requests that need immediate attention. An answering service is not acceptable. Offeror's permanent office location shall be stated on the Offer Form.

## **6.0 SITE INSPECTION**

Prior to submittal of an offer, Offeror shall inspect the various public facilities to become thoroughly familiarized with existing conditions and the amount and kind of work to be performed. Submission of an offer shall be evidence the Offeror understands the scope of work and shall comply with these specifications. No additional compensation will be made by reason of any misunderstanding or error regarding conditions at the service areas or the amount and kind of work to be performed.

## **7.0 BID PREPARATION**

**7.1 Offer Form, Page OF-1.** Offeror is requested to submit its offer using Offeror's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable; and to indicate exact legal name in the appropriate space on Offer Form, page OF-1. Failure to do so may delay proper execution of the contract.

The authorized signature on the first page of the Offer Form shall be an original signature in ink, which shall be required before an award, if any, can be made. The signed Offer Form page OF-1 shall indicate Offeror's intent to be bound.

**7.2 Bid Quotation.** Unit bid price shall include labor, equipment, installation, transportation, storage, training, all applicable taxes and any other costs incurred to provide services specified including the transaction fee for processing this procurement electronically.

**7.3 Tax Liability.** Work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS, and vendors are advised that they are liable for the Hawaii General Excise tax (GET) at the current 4.1666% rate for work done on Maui. If, however, an Offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, Offeror shall state its tax exempt status and cite the HRS chapter or section allowing the exemption.

**7.4 References.** Each Offeror shall provide the names and addresses of companies or government agencies for whom Offeror has provided similar services and who can attest to the reliability of the Offeror's service and/or personnel. The State reserves the right to contact the references to inquire about Offeror's past work performance.

**7.5 Insurance.** Offeror shall provide insurance information as requested on the appropriate Offer Form page(s).

Offeror shall provide the information requested on Offer Form, regarding wage payments. The information provided shall indicate Offeror has included the applicable public employees' wages into his/her offer to compensate his/her employees for work performed under this contract.

**7.6 Wage certificate.** The Offeror shall complete and submit a Wage Certificate by which the Offeror certifies that services required will be performed pursuant to §103-55, HRS.

## **8.0 STATUTORY REQUIREMENTS OF SECTION 103-55, HRS**

Offeror is advised that Section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Offeror is further advised in the event of an increase in wages for public employees performing similar work during the period of the contract, Offeror shall be obliged to provide wages not less than those increased wages.

Offeror shall be further obliged to notify its employees performing work under this contract of the provisions of Section 103-55, HRS, and of the current wage rates for public employees performing similar work. The Offeror may meet this obligation by posting a notice to this effect in the Offeror's place of business in an area accessible to all employees, or the Offeror may include such notice with each paycheck of pay envelope furnished to the employee.

To assist the bidder in determining whether the work of his/her employees are to perform under this contract is similar to that performed by public employees, attached are class specifications for public employee positions that perform tree trimming services. Effective July 1, 2007 the basic hourly wages paid to these State positions are as follows:

<u>Class</u>	<u>Hourly Rate</u>
Public Facilities Refuse Collector (BC04)	\$16.06
Refuse Collector (BC05)	16.70
Truck Driver – Laborer (BC05)	16.70
Refuse Collector (BC06)	17.37
Truck Driver (BC06)	17.37
Heavy Truck Driver (BC07)	18.06
Refuse Collection Crew Leader (BC09)	19.93

(See Job Class Specifications)

Accordingly, Offeror should consider the aforementioned wage rates when preparing his/her quote.

### **CONTRACT PRICE ADJUSTMENT PURSUANT TO SECTION 103-55, HRS**

At the release of this solicitation, only the current wages of State employees performing similar work are known. Should their wages increase during any period of the contract, including supplements, the Contractor may request for an increase in contract price. The increase requested must result in increase in wages to the Contractor's employees performing the work herein, including any increase in costs for benefits required by law that are automatically increased as a result of increased wages, such as federal old age benefits, workers' compensation, temporary disability insurance, unemployment insurance, and prepaid public health insurance.

Contractor's request for increase must meet the following criteria:

1. At the time of request, Contractor shall provide documentation to show that he/she is in compliance with §103-55, HRS, i.e., the employees are being paid no less than the known wages of the State position listed herein. Documentation shall include the employees' payroll records and a statement that the employees are being utilized for this contract.

2. At the time of making an offer, the Contractor must have specified on the appropriate Offer Form page, the percentage of the bid price per cubic yard that represents labor costs. If the Contractor fails to specify the percentage, the Contractor's request for increase will not be considered.
3. Request for increase must be made in writing to the Contract Administrator on a timely basis.
  - a. Request for increase for the initial contract period must be made as soon as practicable after the State wage agreements are made public. Approval request will be retroactive to the date of increase for the State employee.
  - b. Request for increase for a supplemental period of the contract must be made prior to the start of the supplement. Contractor should call the Purchasing Specialist named on the cover of this solicitation to obtain the current wage information.

If the Contractor meets the above criteria in its request for contract price increase, the following formula shall be used to calculate the increase.

First Increase:  $WI = (XY) (Z) + FB$

Subsequent Increase(s):  $WI = AZ + FB$

whereby,

- WI = Dollar amount increase in contract price per cubic yard due to an I increase in State wages occurring subsequent to bid opening date;
- X = Original contract price per cubic yard;
- Y = Percentage of bid price per cubic yard designated by Contractor as representing labor cost;
- Z = Percentage increase in wages paid to State employees performing similar work;
- FB = Additional costs for those benefits required by statute, directly related to the allowed increase in wages paid to Contractor's employees;
- A = That portion of the current contract price per cubic yard representing wages (this amount is X times Y plus any previous increase(s) in contract price per cubic yard resulting from increase in State wages).

The increase shall be reflected in either a contract modification or in the supplemental agreement issued for any extended period of the initial contract.

### **CONTRACT PRICE ADJUSTMENT DUE TO GOVERNMENT INCREASES**

Any increase in contract price per cubic yard shall be reflected in either a contract modification or a supplemental agreement issued for an extended period of the initial contract. *All price increases will be rounded to the nearest cent.*

The following definitions apply, where applicable, to the formulas listed below:

- I = Increase in contract price per cubic yard;
- A = Current C&C disposal rate at the time of bid opening, \$75.60 per ton, or adjusted subsequent to bid opening;
- B = Increase in the County of Maui disposal rate;

- 13.23% = Recycling fund surcharge rate at the time of bid opening;  
 C = New recycling fund surcharge rate;  
 D = Increase in the county recycling fund surcharge rate;  
 2000 = Pounds per ton;  
 E = 125 pounds per cubic yard; and

If, subsequent to bid opening, the following scenarios occur, the formulas listed after each scenario shall apply in calculating the increase in contract price per cubic yard:

- 1) Increase in county disposal rate (no increase in the recycling fund surcharge rate):

$$I = [B + 12\%B] \div 2000 \times E$$

For example: The county disposal rate increases from \$74.25 to \$75.60, or \$1.15 increase.

$$I = [\$1.15 + 13.23\%] \div 2000 \text{ lbs.} \times 125 \text{ lbs.}$$

- 2) Increase in recycling fund surcharge rate (no increase in the county disposal rate):

$$I = (A \times D) \div 2000 \times E$$

For example: The recycling fund surcharge rate increases from 12% to 13%, or, 1% increase.

$$I = (\$75.60 \times 1\%) \div 2000 \text{ lbs.} \times 125 \text{ lbs.}$$

- 3) Increase in both county disposal rate *and* recycling fund surcharge rate:

$$I = [(A \times D) + (B \times C)] \div 2000 \times E$$

For example: The county disposal rate increases from \$72.25 to \$78.00, or, \$5.75 increase. The recycling fund surcharge rate increases from 12% to 13%, or, 1% increase.

$$I = [(\$78.00 \times 1\%) + (\$5.75 \times 13\%)] \div 2000 \text{ lbs.} \times 125 \text{ lbs.}$$

- 4) Increase in the State's solid waste management surcharge fee:

$$I = (F \div 2000) \times E$$

For example: The solid waste management surcharge fee increases from \$0.35 to \$0.36, or, \$0.01 increase

$$I = (\$0.01 \div 2000 \text{ lbs.}) \times 125 \text{ lbs.}$$

## PRICE ADJUSTMENT BY THE STATE

**Change in the Number of Pickups or Containers.** The total contract price is based on the maximum amount of refuse to be generated per contract period. The State reserves the right to increase or decrease the number of pickups and/or containers provided to the harbors. Such

increases and decreases shall be made only upon written authorization/contract modification for permanent changes to the current collection schedule or by purchase order for instances such as extra pickups, extra bins, etc., not specified herein or not added to the contract by contract modification by the Contract Administrator. All additional cost resulting from changes in refuse pickups or the number of refuse bins shall be computed based the current bid price per cubic yard.

Also, if any scheduled collection is not made as per the Collection Schedule of the Specifications, deduction in cost will be based on the bid price per cubic yard.

**New Locations.** The State reserves the right to add to the contract new locations within a district. The new locations shall be serviced only upon authorization by the Contract Administrator and the additional cost per month shall be calculated based on the bid price per cubic yard.

**Emergency Calls.** Contractor agrees to make unscheduled collections, when requested by the Contract Administrator. Such “emergency calls” shall be completed within twenty-four (24) hours after notification. Contract price per cubic yard will be used as the basis for “emergency call” charges unless such charges are modified by mutual agreement at the time of the emergency to account for the additional expense, if any, incidental to making a special pickup.

## **9.0 SUBMISSION OF OFFER**

Offers shall be received electronically through the HlePRO. Offers received outside of the HiePro shall not be considered for award.

The State has established the Hawaii Electronic Procurement System (HlePRO) to solicit for goods and services electronically. Offerors interested in responding to this electronic solicitation must be registered on the HlePRO.

As part of this procurement process, Offerors are informed that awards made for this solicitation, if any, shall be done through the HePS and shall therefore be subject to a mandatory transaction fee. The transaction fee shall be based on the actual cost of the contract and is payable to the contractor managing the HePS. Refer to the Payment to provision herein.

## **10.0 AWARD OF CONTRACT**

**10.1 Method of Award.** Award, if made, shall be to the responsive, responsible Offeror submitting the lowest ***Total Sum Bid Price. Offeror must bid on all items specified on the Offer Form page(s) to be considered for award.***

**10.2 Hawaii Compliance Express.** Vendors may choose to use the Hawaii Compliance Express (HCE), which allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov> to acquire a “Certificate of Vendor Compliance.” The HCE provides current compliance status as of the issuance date. The “Certificate of Vendor Compliance” indicating that vendor’s status is compliant with the requirements of §103D-310(c), HRS, shall be accepted for both contracting purposes and final payment. Vendors that elect to use the new HCE services will be required to pay an annual fee of \$12.00 to the Hawaii Information Consortium, LLC (HIC). Vendors choosing not to participate in the HCE program will be required



to provide the paper certificates as instructed in the referenced SPO General Provisions, Section 26.

### 11.0 CONTRACT EXECUTION

No performance or payment bond shall be required for this contract.

The State shall forward to the successful Offeror a Purchase Order, which shall serve as the contract, for contracts under \$100,000.00. For contracts over \$100,000.00 a formal contract will be executed, which needs to be signed and notarized by the Contractor and returned within ten (10) working days from receipt of the award letter.

### 12.0 NOTICE TO PROCEED

Work will commence on the official commencement date specified in the written Notice to Proceed.

No work is to be undertaken by the Contractor prior to the commencement date specified on the Notice to Proceed issued by the State upon execution of the contract by both parties. The State of Hawaii is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to the official commencement date.

### 13.0 LIABILITY INSURANCE

The Contractor shall maintain in full force and effect during the life of this contract, liability and property damage insurance to protect the Contractor and his subcontractors, if any, from claims for damages for personal injury, accidental death and property damage which may arise from operations under this contract, whether such operations be by himself or by a subcontractor or anyone directly or indirectly employed by either of them. If any subcontractor is involved in the performance of the contract, the insurance policy or policies shall name the subcontractor as additional insured.

As an alternative to the Contractor providing insurance to cover operations performed by a subcontractor and naming the subcontractor as additional insured, Contractor may require subcontractor to provide its own insurance which meets the requirements herein. It is understood that a subcontractor's insurance policy or policies are in addition to the Contractor's own policy or policies.

The following minimum insurance coverage(s) and limit(s) shall be provided by the Contractor, including its subcontractor(s) where appropriate.

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (Occurrence form)	\$1,000,000 combined single limit per occurrence for bodily injury and property damage
Basic Motor Vehicle Insurance And Liability Policies	BI: \$500,000 per occurrence PD: \$500,000 per occurrence

Each insurance policy required by this contract, including a subcontractor's policy, shall contain the following clauses:

1. "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the State of Hawaii, Department of Accounting and General Services, State Procurement Office, P. O. Box 119, Honolulu, Hawaii 96810-0119."
2. "The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii."
3. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

The minimum insurance required shall be in full compliance with the Hawaii Insurance Code throughout the entire term of the contract, including supplemental agreements.

Upon Contractor's execution of the contract, the Contractor agrees to deposit with the State of Hawaii certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the State during the entire term of this contract, including those of its subcontractor(s), where appropriate. Upon request by the State, Contractor shall be responsible for furnishing a copy of the policy or policies.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

#### **14.0 PERMITS, LICENSED, AND TAXES**

The Contractor shall procure all permits and licenses, during the original or extended contract term, pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work.

Failure to procure and maintain valid permits and licenses required by law and these specifications may be cause for the State to terminate the contract.

#### **15.0 INVOICING**

Contractor shall submit original and three copies of the invoice to the following address:

Department of Land & Natural Resources  
Division of Boating & Recreation  
101 Maalaea Boat Harbor Rd.  
Wailuku, HI 96793

Invoice should reference both the contract number and the IFB number.

Charges for extra pickups, extra bins, etc., not specified herein or not added to the contract by contract modification, shall be submitted on a separate invoice and will be paid through the contract allowance in the bid proposal form. Charges for emergency services shall also be invoiced in this manner.

The contractor may not invoice for additional refuse collection services authorized under the allowance item in the bid proposal form unless agreed upon in writing with the State. The cost for additional refuse collection may only be billed at the unit price per CY in the bid proposal form. The contractor shall provide photographs of the additional refuse collected each month, the quantity thereof (in cubic yards), and the additional cost associated with said additional refuse collection.

The Contractor shall be solely responsible for meeting all requirements necessary to obtain a tax clearance certificate required for final payment under sections 103-55 and 103D-328, HRS, and 17 of the AG-08. Alternatively, a "Certificate of Vendor Compliance", issued through the Hawaii Compliance Express system, shall be acceptable for final payment requirements.

#### **16.0 SUBCONTRACTORS**

The Contractor shall not delegate any duties listed in this IFB to any subcontractor unless the Contract Administrator has given written approval. The State reserves the right to approve all subcontractors and shall require the primary contractor to replace any subcontractors found to be unacceptable. The primary contractor will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract, and shall be responsible for all services whether or not the primary contractor performs them.

#### **17.0 RE-EXECUTION OF WORK**

The Contractor shall re-execute any work that fails to conform to the requirements of the contract and shall immediately remedy any defects due to faulty workmanship by the Contractor. Should the Contractor fail to comply, the State reserves the right to engage the services of another company to perform the services and to deduct such costs from monies due to the Contractor.

#### **18.0 REMOVAL OF CONTRACTOR'S EMPLOYEES**

Contractor agrees to remove any of its employees from services rendered and to be rendered to the State, upon request in writing by the Procurement Officer.

#### **19.0 LIQUIDATED DAMAGES**

Refer to Section 9 of the AG General Conditions, Form AG-008 Rev. 4/15/2009. Liquidated damages are fixed at the sum of Fifty Dollars (\$50.00) per each and every calendar day per location per violation the Contractor fails to perform in whole or in part any of his obligations specified herein. Liquidated damages, if assessed, may be deducted from any payments due or to become due to the Contractor.

DEPARTMENT OF HUMAN RESOURCES\*  
CITY AND COUNTY OF HONOLULU

Class Specification  
**080330**

**PUBLIC FACILITIES REFUSE COLLECTOR**  
**BC 04, BU 01**

Duties Summary:

Accompanies a truck to various designated locations in heavily used public areas and collects bagged refuse from public refuse disposal containers as a substantially full-time assignment; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from that of Refuse Collector in that the Public Facilities Refuse Collector collects refuse contained in plastic bags from various public use areas such as parks and beach areas, shopping malls, sidewalks, and bus stops; whereas the Refuse Collector collects refuse from residential and commercial establishments.

Illustrative Examples of Work:

Participates as a member of a crew in collecting refuse from various public areas; removes plastic bags filled with refuse from metal containers and loads same into bed of dump truck; loads large pieces of debris and other refuse, and polices collection points as required; accompanies truck to disposal sites and participates in the unloading of refuse; cleans, washes and disinfects disposal containers; cleans and washes down sheltered bus stops; installs new and replaces damaged metal litter and trash containers; cares for and maintains parks and other landscaped areas; cleans ground and buildings.

Minimum Qualification Requirements for the Class:

Training and Experience: None

License Requirement: Possession of an appropriate valid Hawaii State driver's license, as required.

Ability to: perform heavy manual labor; handle and use appropriate tools and equipment; understand and follow oral instructions; work harmoniously with other crew members; follow safety practices.

Physical Requirement:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Heavy

Special Working Conditions: exposure to filthy and/or obnoxious conditions.

This is an amendment to the specification for the class, PUBLIC FACILITIES REFUSE COLLECTOR, which was approved on October 13, 1976.

APPROVED: May 30, 1995

CYNTHIA M. BOND

Director of Human Resources\*

\*Department of Human Resources effective 7/1/98

Class Specifications for the Class:

**REFUSE COLLECTOR**

Duties Summary:

Performs the lifting of heavy containers at designated collection locations around State buildings and grounds and deposits their contents into a refuse truck; and performs other duties as required.

Distinguishing Characteristics:

This class involves a regular and continuous assignment as a member of a refuse collection crew. A sustained lifting and movement of heavy containers is required at collection points; and litter, debris and other rubbish are also picked up and loaded manually.

Examples of Duties:

Accompanies a refuse truck on a designated scheduled route to collection pick-up points; lifts oil drums and other containers, and deposits contents into the load section of the truck; returns containers to their proper places; shovels or hand carries trash into the truck; rakes and tidies up refuse collection areas as necessary; picks up and loads tree trimmings and hedge cuttings into the truck; may assist in maintaining grounds areas by performing routine manual tasks such as weeding, watering and sodding; may dig and shovel dirt for the laying of lawn sprinkler pipes.

Knowledge and Abilities Required:

Knowledge of: Proper methods in the manual lifting of heavy objects; safety practices appropriate to the work.

Ability to: Perform heavy manual work; understand and follow oral instructions.

This is the first specification for the new class, REFUSE COLLECTOR established as a result of a classification appeal decision by the Civil Service Commission.

APPROVED: 10/11/65

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Department of Personnel Services

Minimum Qualification Specifications  
for the class

REFUSE COLLECTOR

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to those eligible who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

No written test will be required.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which require regular and continuous lifting and moving of heavy containers and, typically, the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

This is an amendment to the minimum qualification specification for the class REFUSE COLLECTOR approved on January 7, 1966.

Date Approved: 4/17/86

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Director of Personnel Services

Class Specifications for the Class:  
TRUCK DRIVER-LABORER

Duties Summary:

Operates medium and heavy trucks as a regular work assignment, and performs operational maintenance; performs manual, unskilled and semi-skilled work in the general construction and maintenance of roads and adjacent areas; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from classes in the Truck Driver series in that the Truck Driver-Laborer is regularly assigned to operate medium (factory rated capacity of 1-1/2 tons and over, but less than 5 tons), and heavy (factory rated capacity of 5 tons and over) trucks, but spends a major portion of the work time in performing manual, unskilled and semi-skilled work; whereas classes in the Truck Driver series are responsible for operating and maintaining trucks as a major work assignment and may perform manual work as an auxiliary or sporadic assignment.

This class differs from the class General Laborer II in the Truck Driver-Laborer, although spending a major portion of time performing manual, unskilled and semi-skilled work, is regularly assigned to operate medium and heavy trucks on a continuing basis; whereas the General Laborer II performs manual work which includes tasks that require some manipulative skill, but does not include the operation of medium and heavy trucks on a regular or continuing basis.

Examples of Duties:

Operates dump trucks to haul rocks, gravel, dirt and other material; operates a tank truck to haul water to landscaped areas; operates water pumps and waters plants and grass with hose or spray attachments; plants trees, shrubs and grass along landscaped areas of the highway; prunes trees and shrubs; cultivates and weeds landscaped areas; cleans ditches and culverts; cuts grass along highways; assists in building or repairing stonewalls, guard rails and patching pavement; performs a variety of manual, unskilled and semi-skilled work in the general construction and maintenance of roads, buildings, structures and equipment; keeps records of supplies and materials used in maintaining landscaped areas such as insecticides and fertilizers; may supervise a helper assisting in the maintenance of landscaped areas.

Knowledge, Skills and Abilities Required:

Knowledge of: Common hand tools and equipment used in manual, unskilled and semi-skilled work; common methods, procedures and materials used in general construction and maintenance work; method of operating motorized equipment representative of the class; the capacity and uses of motorized equipment representative of the class; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; hazards and safety precautions applicable to the operation of motorized equipment representative of the class.

Ability to: Operate motorized equipment representative of the class skillfully and safely; understand and follow oral and written instructions; perform minor maintenance work on equipment representative of the class; perform lifting, carrying or other manual work typical of the class; operate simple machinery; understand and observe traffic laws and rules; learn a variety of semi-skilled work tasks; operate simple machinery.

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This is an amendment (format change only) to the class specification for the class TRUCK DRIVER-LABORER approved on December 3, 1985.

DATE APPROVED: 4/23/91

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Director of Personnel Services



Minimum Qualification Specifications for the Class:  
TRUCK DRIVER-LABORER

Experience and Training Requirement:

Two (2) years of manual, unskilled and semi-skilled work experience, some of which shall have included the operation of trucks representative of the class; or an equivalent combination of experience and training.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Licensed Required:

Possession of a valid State of Hawaii motor vehicle operator's license, Type 4 or appropriate Commercial Driver's License with proper endorsements, as applicable.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to those eligible who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specification for the class TRUCK DRIVER-LABORER approved on December 3, 1985.

DATE APPROVED: 4/23/91

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Department of Personnel Services

DEPARTMENT OF HUMAN RESOURCES\*  
CITY AND COUNTY OF HONOLULU

Class Specification

080300

**REFUSE COLLECTOR**  
**BC 06, BU 01**

Duties Summary:

Accompanies a refuse truck and collects refuse along an assigned collection route; and performs other related duties as required.

Distinguishing Characteristics:

This is the entry level class in the Refuse Collection series. This class differs from that of Refuse Collection Crew Leader in that the Refuse Collector accompanies a refuse truck and collects refuse as part of a refuse collection crew; whereas the Refuse Collection Crew Leader operates a heavy refuse truck and supervises a crew of Refuse Collectors in collecting refuse along assigned route.

Illustrative Examples of Work:

Collects garbage, rubbish and trash from residential and commercial sites; lifts containers and empties contents into the truck hopper; returns containers to proper places; collects and dumps hedge cuttings, branches etc. onto the trucks; operates hopper hydraulic levers for the compaction and ejection cycles; assists in guiding drivers to assure the safe movement of the vehicle; accompanies trucks to the incinerators.

Minimum Qualification Requirements for the Class:

Training and Experience: None

License Requirement: None

Ability to: perform heavy and sustained manual labor; read, understand and apply written instructions and guidelines regarding work schedules and assignments, safety practices and departmental directives; deal tactfully and effectively with the public; work harmoniously with other crew members.

Physical Requirement:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Heavy

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This is an amendment to the specification for the class, **REFUSE COLLECTOR**, which was approved on September 30, 1974.

APPROVED: April 1, 1990

Director of Human Resources\*

\*Department of Human Resources effective 7/1/98

Class Specifications for the Class:  
TRUCK DRIVER

Duties Summary:

Operates a truck of at least 1-1/2 ton factory-rated capacity but less than 5 tons, or a tank truck having a capacity of 1200 gallons or less as a major work assignment, and performs operational maintenance; may perform manual work tasks in connection with general construction and maintenance work; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Light Truck Driver in that the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons as a major work assignment; whereas the Light Truck Driver operates and maintains a truck having a factory-rated capacity of less than 1-1/2 tons or a passenger-type vehicle such as a sedan or station wagon as a major work assignment and may occasionally operate heavier trucks.

This class differs from that of Heavy Truck Driver in that the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons or a tank truck having a capacity of 1200 gallons or less as a major work assignment and may occasionally operate heavier trucks; whereas the Heavy Truck Driver operates and maintains a truck having a factory-rated capacity of 5 tons and over or a tank truck having a capacity of over 1200 gallons as a major work assignment.

Examples of Duties:

Operates a truck representative of the class to haul gravel, rocks, dirt, sand, rubbish and other materials; operates a tank; truck appropriate to the class for watering landscaped areas, poisoning weeds and brush, or for applying bitumuls to pavement; may keep records of areas watered or sprayed with poison; transports personnel to and from work sites; operates or runs equipment attached to or mounted on trucks such as booms, air compressors and spraying equipment; checks trucks for gasoline, oil, water, and proper air pressure in tires, and tends to such needs; services and makes minor emergency repairs to equipment; cuts grass and branches; cleans storm drains, and cleans debris from highways and other areas; spreads asphaltic concrete and rock in repairing pavement; may direct others in loading and unloading truck; or may operate tractor mowers, light trucks or other similar pieces of equipment; and may occasionally operate other types of motorized equipment or heavy trucks.

Knowledge, Skills, and Abilities Required:

Knowledge of: Method of operating motorized equipment representative of this class; the capacity and uses of motorized equipment representative of this class; operational maintenance needs of motorized equipment representative of this class; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; and hazards and safety precautions applicable to the operation of motorized equipment representative of the class.

Ability to: Operate motorized equipment representative of this class skillfully and safely; understand and observe traffic laws and rules; perform minor maintenance work on equipment representative of this class; learn to operate attachments to trucks, such as booms, generators, air compressors, and spraying equipment; understand and follow oral and written instruction; use common hand tools; observe mechanical defects and take steps to have such defects corrected; and perform lifting, carrying or other manual work typical of the class.

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This is an amendment (format change only) to the specification for the class TRUCK DRIVER approved on September 23, 1988.

DATE APPROVED: 4/23/91

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Director of Personnel Services

Minimum Qualification Specifications for the Class:  
TRUCK DRIVER

Experience and Training Requirement:

One (1) year of work experience in the operation of trucks representative of the class; or an equivalent combination of experience and training.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Licensed Required:

Possession of a valid State of Hawaii motor vehicle operator's license, Type 3, 4 or appropriate Commercial Driver's License with proper endorsements, as applicable.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to those eligible who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specification for the class TRUCK DRIVER approved on September 23, 1988.

DATE APPROVED: 4/23/91

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Director of Personnel Services

Class Specifications for the Class:  
HEAVY TRUCK DRIVER

Duties Summary:

Operates a truck having a factory-rated capacity of 5 tons and over, or a tank truck having a capacity of over 1200 gallons as a major work assignment, and performs operational maintenance; may perform manual work tasks in connection with general construction and maintenance work; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Truck Driver in that the Heavy Truck Driver operates and maintains a truck having a factory-rated capacity of 5 tons or over, or a tank truck having a capacity of over 1200 gallons as a major work assignment; whereas the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons, or a tank truck having a capacity of 1200 gallons or less as a major work assignment and may occasionally operate heavier trucks.

Examples of Duties:

Operates a truck representative of the class in hauling sand, rocks, aggregates, dirt, and other materials; operates a tank truck having a capacity of over 1200 gallons which is used for watering landscaped areas, poisoning weeds and brush, or applying bitumuls to pavement; operates or runs equipment attached to or mounted on trucks such as rock spreaders, booms, air compressors and spraying equipment; transports personnel to and from work sites; loads and unloads trucks; keeps equipment supplied with fuel, oil, water and air; services and makes minor emergency repairs to equipment; may keep records of areas watered or sprayed with poison; cuts grass, cleans ditches and cleans dirt and debris from highways and other areas; spreads asphaltic concrete and rocks in repairing pavement; may supervise others in loading and unloading trucks or performing other tasks related to the operation of the truck or attachments; and may operate other types of motorized equipment and assist in manual work as required.



Knowledge, Skills and Abilities Required:

Knowledge of: Method of operating motorized equipment representative of the class; the capacity and uses of motorized equipment representative of this class; maintenance needs of motorized equipment representative of this class; laws, ordinances, practices, and rules and regulations governing the operation of motorized equipment on streets and highways; and hazards and safety precautions applicable to the operation of motor vehicles.

Ability to: Operate motorized equipment representative of this class skillfully and safely; understand and follow oral and written instructions; perform minor maintenance work on equipment representative of this class; learn to operate attachments to trucks such as booms, generators, air compressors and spraying equipment; understand and observe traffic laws and rules; and observe mechanical defects and take steps to have such defects corrected; perform lifting, carrying or other manual work typical of the class.

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This is an amendment (format change only) to the class specification for the class HEAVY TRUCK DRIVER approved on December 3, 1985.

DATE APPROVED: 4/23/91

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Director of Personnel Services

Minimum Qualification Specifications  
for the Class:  
HEAVY TRUCK DRIVER

Experience and Training Requirement:

One (1) year of work experience in the operation of trucks having a factory-rated capacity of more than 1-1/2 tons; or an equivalent combination of experience and training.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Licensed Required:

Possession of a valid State of Hawaii motor vehicle operator's license, Type 4 or appropriate Commercial Driver's License with proper endorsements, as applicable.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to those eligible who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specification for the class HEAVY TRUCK DRIVER approved on December 3, 1985.

DATE APPROVED: 4/23/91 \_\_\_\_\_

DEPARTMENT OF HUMAN RESOURCES  
CITY AND COUNTY OF HONOLULU  
Class Specification  
080305

**REFUSE COLLECTION CREW LEADER**  
**BC 09, BU 01**

Duties Summary:

Operates and maintains a truck having a factory rated capacity of 5 tons or over in collecting and disposing of refuse; supervises the work of a crew of refuse collectors on an assigned collection route; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from that of Refuse Collector in that the Refuse Collection Crew Leader operates a heavy truck and supervises a crew of Refuse Collectors in collecting refuse along an assigned route; whereas the Refuse Collector accompanies a refuse truck and collects refuse as part of a refuse collection crew.

This class differs from that of Refuse Collection Supervisor I in that the Refuse Collection Crew Leader operates a heavy truck and supervises a crew of Refuse Collectors in collecting refuse along an assigned route; whereas the Refuse Collection Supervisor I is responsible for supervising several crews engaged in the collection of refuse in an assigned area.

Illustrative Examples of Work:

Operates a heavy truck and attachments and supervises a crew of Refuse Collectors in collecting and disposing of refuse on an assigned route; checks crew in and out daily; paces work of crew, ensures proper performance of duties by crew members and enforces safety practices; reports problems and complaints encountered during tour of duty; keeps truck supplied with fuel, oil, water and air; makes minor emergency repairs to equipment and reports major defects; prepares simple reports and records as required; explains routine refuse rules and regulations to residents and property owners; may assist Refuse Collectors in loading truck.

Minimum Qualification Requirements for the Class:

Training and Experience: Experience and/or training of sufficient scope and quality to show competence in refuse collection work typical of the next lower class.

License Requirement: Possession of a valid commercial driver's license with proper endorsements and a current State Department of Transportation medical examination certificate.

Knowledge of: the operation, uses and capacities of a heavy truck; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; hazards and safety precautions in operating a truck; maintenance needs of motorized equipment; principles and practices of supervision.

Ability to: supervise a crew engaged in refuse collection activities; understand and explain the refuse ordinance and departmental regulations as they relate to collection activities; operate a heavy truck skillfully and safely; understand and observe traffic laws and rules; make minor and emergency repairs to the truck assigned; prepare and maintain simple reports and records; understand and follow oral and written instructions; perform manual labor; encourage and enforce safety practices; deal tactfully with the public.

Physical Requirement:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Heavy

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This is an amendment to the specification for the class, **REFUSE COLLECTION CREW LEADER**, which was approved on September 30, 1974.

APPROVED: August 25, 2000

Director of Human Resources