

Hawaii Community Development Authority
Department of Business, Economic Development and Tourism
State of Hawaii

ADDENDUM NO. 2

INVITATION FOR BIDS
IFB HCDA-AMT-04-2026

**GENERAL CONTRACTING & CONSTRUCTION SERVICES TO MODERNIZE TWO
(2) HYDRAULIC PASSENGER ELEVATORS AT THE KAUAHALE KAKAAKO
PARKING GARAGE**

Located at:

860 Halekauwila Street, Honolulu, HI 96813
Tax Map Key No. (1) 2-1-050-013
Kakaako, Oahu, Hawaii

Date issued: March 20, 2026

This addendum is hereby issued for the following:

1. Update to Exhibit C Drawings Bid Set
 - a. Replace Section A-401, Page 9 with the attached revised page to reflect the addition of “Anti-Graffiti” coating to the interior and exterior of elevator cab doors. Please see file named **“A401 UPDATED 032026”**
2. Update to Exhibit D Requirements and Specifications
 - a. Additon to Section 09901 PAINTING 260317 which specifies the use of “Anti-Graffiti” coating to the interior and exterior of elevator cab doors. Please see file named **“09901 Painting Specs 260317 UPDATED 032026”** with the additional specifications and requirements highlighted.
3. Update to Attachment 1 Bid Forms
 - a. Addition of Section “Part H: ELEVATOR MAINTENANCE” which provides a line item for Monthly Elevator Maintenance Services to be provided for a 12-month period. Updated bid form file: **“Attachment 1 Bid Forms UPDATED 032026”** **Please ensure you are utilizing the updated Attachment 1 Bid Forms when submitting the offer on HIePRO.**
4. The addition of Section 2.2.7 ELEVATOR MAINTENANCE to IFB HCDA-AMT-04-2026 which outlines Elevator Maintenance Services to be provided for a 12-month period upon completion of the installation of the new elevators which is outlined in **RED** text below:

2.2.7 ELEVATOR MAINTENANCE

The Contractor shall furnish all labor, equipment, tools, and supplies, required to provide the services specified herein.

The Contractor shall use best industry practices to keep the elevators servicing the Premises in proper, safe, and efficient operating condition.

Services shall include, but are not limited to the following (hereinafter the “Services”):

1. Provide routine monthly maintenance, including cleaning, lubrication, and adjustments of parts as needed, and repair and/or replacement of parts due to ordinary wear and tear and/or age.
2. Ensure that that elevator passes all annual inspections and safety tests, including annual pre-action sprinkler system testing and three (3) year safety testing (if necessary).
3. Maintain service records.
4. Provide emergency callback and repair services; and
5. Serve as the elevator emergency phone contact.

MONTHLY MAINTENANCE

The Contractor shall perform regular monthly maintenance, to be coordinated with the HCDA, to ensure the elevator systems are operating properly and safely.

The Contractor shall be required to operate, maintain, balance and adjust all system equipment, components and appurtenances as required by best industry practices.

Monthly maintenance shall include, but is not limited to the following:

1. Inspect the controller, pump unit, belts, oil storage tank, door operator, hall and call buttons, safety device, emergency lights, elevator cab lights, car exhaust fan, and signal devices to ensure safe and proper operation. Defective parts shall be properly and timely repaired or replaced.
2. Observe door operation and leveling to ensure safe and proper operation of the hydraulic elevators. Adjustments shall be properly and timely made to correct deficiencies.
3. Check and refill hydraulic fluid and/or pit oil as necessary, to maintain proper operating level.

4. Monitor oil levels to identify potential leaks. Because the to and from piping is not visible, the only method of monitoring leaks is to constantly measure and monitor the oil levels in the hydraulic tanks and any scavenger pump and oil return lines to the machine room.
5. Keep and maintain service logs.

The HCDA anticipates a minimum of two (2) labor hours (one (1) hour per elevator) per month will be needed to perform the necessary routine maintenance tasks. However, the Contractor shall be responsible for providing the necessary number of labor hours per month to perform the required preventative maintenance tasks, based on equipment manufacturer's recommendations, environmental conditions, and the Contractor's experience at no additional charge to the HCDA.

The Contractor shall advise the HCDA of any issues or potential problems discovered while conducting routine maintenance that requires additional repairs and/or service not covered by routine maintenance services and shall provide recommendations and/or a proposal for the repair work for HCDA's prior written approval.

TESTING AND STATE INSPECTION REQUIREMENTS

The Contractor shall ensure that the elevator passes all annual safety tests and inspections and shall remedy all deficiencies.

1. Pre-Action Testing. The Contractor is responsible for providing a technician on site to assist the HCDA's fire safety systems contractor while performing its annual pre-action sprinkler system test on the elevator. At the time of this IFB, annual pre-action testing occurs in or around the month of October.
2. Annual Inspection and Permit to Operate. HCDA shall be responsible for requesting annual inspections and renewal of the permit to operate from the Boiler and Elevator Inspection Branch of the State of Hawaii Department of Labor and Industrial Relations Hawaii Occupational Safety and Health Division (hereinafter collectively referred to as "HIOSH"). The Contractor shall be responsible for coordinating with the HIOSH to correct any deficiencies noted during its annual elevator inspection for the permit to operate.
3. 3-Year Hydraulic Safety Testing. The Contractor shall be responsible for scheduling and coordinating with the HIOSH to perform the required 3-year hydraulic safety testing. (if necessary)

MAINTENANCE SERVICE RECORDS

The Contractor shall provide, maintain and keep current, a maintenance log in the elevator machine room at the Premises. At a minimum, the log shall include the following information regarding each visit: date of service, employee(s) name, time of arrival, time of departure, type and extent of work (i.e., routine maintenance, repair, call

back service, safety test, etc.), and notes regarding maintenance items in need of correction.

EMERGENCY CALLBACK SERVICES

The Contractor shall provide emergency callback services and shall respond within a maximum of one (1) hour from the time the callback is made.

Business hours emergency callback service hours are defined as 7:30 a.m. to 4:30 p.m., HST, Monday through Friday, excluding State holidays.

After hours emergency callback service hours are defined as all other hours outside of the defined business hours above.

If it is determined that an emergency callback service and/or repair was due to an issue covered under routine maintenance services as specified in Section 2.4 Monthly Maintenance above, then the Contractor shall correct the issue at no additional cost to the HCDA. If it is determined that the issue is not covered under routine maintenance services as specified in Section 2.4, then the service shall be covered under the contract allowance in accordance with Section 2.8 Allowance and Additional Work below.

ALLOWANCE AND ADDITIONAL WORK

The HCDA may request that the Contractor provide additional maintenance and repair services as needed, which are not covered by the monthly scope of services. The Contractor may also recommend or request prior written approval from the HCDA for additional maintenance and repair services on an as-needed basis, which are not covered by the Services as defined above.

The HCDA must pre-approve, in writing, all quotes and proposals for such additional work before the Contractor may perform such services.

Additional services may include, but are not limited to:

1. Repairs not already included in monthly maintenance services.
2. Emergency callback services unrelated to routine maintenance issues.
3. Safety Tests and/or Additional Inspections (not including annual pre-action testing); and
4. Cost(s) for correcting any elevator deficiencies as identified by HIOSH not covered by routine maintenance services.

Additional services performed that are not pre-approved in writing by the HCDA shall be at the Contractor's sole expense.

Additional services exceeding the annual allowance may be procured separately from this Contract.

PARTS AND MATERIALS

All parts and materials furnished by the Contractor shall be new and specifically designed for the elevator on-site. Reconditioned, rebuilt, prototype, or discontinued models, material or equipment may only be used with prior written approval by the HCDA.

All parts and materials under \$500.00 that are normal and customary for routine maintenance shall be provided at no additional cost to the HCDA. Parts and materials that are not normal and customary, and/or parts exceeding \$500.00 total per occurrence (not including labor costs) may be billed to the allowance with prior written approval by the HCDA in accordance with Section 2.8 Allowance and Additional Work.

The Contractor's warranty period for any material, parts, equipment and workmanship provided shall be for a period of one (1) year after completion of the installation, or for the duration of the manufacturer's warranty, whichever is the greater period. In the event that the material, parts, and/or equipment fail while under the warranty period, the Contractor shall be responsible for the repair, replacement and/or contacting the manufacturer for warranty and repair at the Contractor's sole expense. The HCDA will not be responsible for any additional costs for repairs, material, parts and equipment provided by the Contractor that are still under warranty.

MAINTENANCE SERVICES TERM

The term for maintenance services shall be for a period of twelve (12) consecutive months to run concurrently with the manufacturers' warranty period for twelve (12) months starting from the date of completion of the installation of the new elevators. The start date of services shall be agreed upon in-writing by both HCDA and Contractor.

GENERAL REQUIREMENTS

1. The Contractor shall perform all Services in a safe manner in accordance with all State, City and Federal laws, rules, and regulations, and in accordance with industry best practices.
 - A. All personnel employed by the Contractor and its subcontractors shall be properly trained and wear company uniforms as supplied by the Contractor. The Contractor shall be responsible for all safety training of its employees or subcontractors.

- B. All Services performed by the Contractor and its subcontractors shall be performed in a manner safe to the public and its employees and in accordance with the State of Hawaii Occupational Safety and Health Division standards. All equipment shall be in good working condition and operated in accordance with manufacturer's instructions and in a safe manner with all appropriate safety devices in place.
2. The Contractor shall be responsive and responsible in the performance of the Maintenance Services.
- A. Adequate personnel and equipment shall be provided to permit the timely completion of the Services.
 - B. The Contractor shall be responsible for the repair or replacement of any and all damage to the Premises due to the actions of the Contractor or its subcontractor(s) while working on the Premises. If the Contractor is not able to make all required repairs, the HCDA reserves the right to contract for the necessary repairs and the repair costs incurred shall be the sole responsibility of the Contractor.
 - C. The Contractor shall provide a list of all phone numbers of personnel assigned to the Premises and who can be contacted in case of an emergency. The Contractor shall respond to the HCDA within one (1) hour of the initial call/request.
 - D. The Contractor shall maintain order among its employees and its subcontractors and shall ensure compliance with all applicable rules and regulations. Courtesy and professionalism shall be demonstrated by the Contractor and its employees to all HCDA staff and the general public at all times.
 - E. The Contractor is solely responsible for the continuity of the Services in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for. The Contractor shall not utilize HCDA staff to provide any assistance in the event that program resources are not available due to the above situations.

PERFORMANCE MONITORING

HCDA staff shall monitor the Contractor's performance throughout the contract term and any contract extension term through site inspections and/or other methods to determine if the Contractor is satisfactorily performing the Services as specified herein.

The HCDA also reserves the right to schedule meetings and/or site inspections with the Contractor or its designated representative at any time.

The Contractor may be required to submit additional written reports, including a corrective action plan, in response to monitoring conducted by the HCDA. These additional reports shall be considered part of the Services and will not be considered a change to the scope of work and will continue for a duration of time as deemed necessary by the HCDA.

END OF ADDENDUM NO. 2