

SPECIFICATIONS

SCOPE OF WORK

The Contractor shall furnish all labor, equipment, tools, materials, and transportation to perform all operations in connection with furnishing Tree Trimming Services at various Public Libraries on the island of Oahu for the Department of Accounting and General Services, Central Services Division (DAGS/CSD) as set forth in this invitation for bid (IFB), including these Specifications, Special Provisions and General Conditions.

The intent of this solicitation is to allow the State to proceed with the tree trimming in its entirety at those facilities listed OR to select individually those trees that the State desires to trim based on the availability of funds.

The total quantity of trees to be trimmed at each facility is estimated. The Contractor shall be paid only for those trees trimmed.

WORK SCHEDULE

1. The Contract is from May 1, 2026, through April 30, 2027.

Work shall not commence earlier than the official commencement date on the Notice to Proceed.

2. Work shall be performed between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.

Work may be performed between the hours of 8:30 am and 4:30 pm on any Saturday, Sunday or State Holiday. Trimming on Saturday, Sunday or State Holidays is subject to review and approval by the Contract Administrator or his designated representative.

3. The Contractor shall submit a schedule indicating actual trim dates. The order of tree trimming at the facilities shall be the same order as the list of facilities in the section, Library Service Sites, unless otherwise modified. All changes must be approved by the Contract Administrator or his designated representative.

The schedule shall be submitted ten (10) working days prior to the start of trimming for approval by the Contract Administrator or his designated representative.

GENERAL

1. The primary objective of tree trimming services is to address and/or reduce potentially hazardous tree growth and growing conditions. The Contractor shall use

standard arboricultural practices that maintain and improve the overall general health and aesthetic appearance of the trees. Trimming practices shall be based upon the tree's predictable responses to pruning cuts and should correct problems rather than create new ones.

2. All work shall be performed in accordance with all applicable Federal, State and County rules and regulations. The Contractor is responsible for obtaining and paying for all necessary licenses, certifications, and permits, including street usage permits and special duty police officers, necessary to perform the work.
3. Work shall also be in compliance with the current version of:
 - ANSI A300: Tree, Shrub and Other Woody Plant Maintenance-Standard Practices.
 - ANSI Z133.1-2006: Pruning, Trimming, Repairing, Maintaining, and Removing Trees, and Cutting Brush-Safety Requirements.
4. The Contractor shall not subcontract any of the tree trimming services as provided under this Contract.
5. The Contractor shall provide and use safety signs and other barricades and other devices necessary for the safety and convenience of the general public. The Contractor shall at all times conduct his work to assure the least possible obstruction of public traffic without obstructing the free flow of traffic and public right-of ways.
6. The Contractor shall strictly adhere to all provisions of the Occupational Safety and Health Act (OSHA).
7. No vehicles will be allowed on lawn, other planting areas and walkways, unless otherwise authorized by the Contract Administrator or his designated representative. See the Section, Site Access, for further details.
8. Any damage to buildings, structures, vehicles, plants and other items in the area and adjoining properties shall be repaired and/or replaced by the Contractor at his own expense and to the satisfaction of the Contract Administrator (CA) or his designated representative and any injured party.
9. The Contract Administrator or his designated representative will routinely inspect the Contractor's work during any phase of the operations. These inspections shall be made to assess progress of work and determine acceptability of the Contractor's work.
10. Adverse conditions which may require major field changes not stated in the contract must be reported to the Contract Administrator or his designated representative prior to commencement or continuation of work.
11. Pruning details and notes for the Contractor's reference are attached (See

Attachment II and III). These details and notes are applicable for all trees under this Contract.

ARBORIST

1. All tree trimming work shall be performed under the direct supervision of a Certified Arborist. Multiple Certified Arborists may be used in the Contract.
2. The Certified Arborist shall be currently certified by the International Society of Arboriculture (ISA) and with at least five (5) years of work experience as an ISA Certified Arborist. Note: Provide appropriate qualification requirements for all Certified Arborist requested to work on this Contract.

The Contractor shall provide the full name with photo identification (driver's license is acceptable) of the Certified Arborist in his Bid Offer. The Contractor shall provide a copy of the Certified Arborist's current ISA Certificate in his Bid Offer. The ISA Certificate shall include the certification number and expiration date.

The Contractor shall provide proof of the Certified Arborist's minimum five (5) year history of Certification as a Certified Arborist by providing copies of the Certified Arborist's past five years of expired ISA certificates in his Bid Offer. These ISA certificates shall include the certification number and expiration dates.

All submittals may be subject to review and approval by the Contract Administrator or his designated representative.

Failure to provide the required documentation may result in rejection of Bid Offer.

3. The work experience required of the Certified Arborist includes:
 - a. Supervision of work similar in scope to that specified in this contract.
 - b. Knowledge and experience in the pruning practices and maintenance of tree species included in this contract.
 - c. A sound knowledge and understanding of local tree species and their growth rates.
 - d. Possession of a thorough working knowledge of ANSI A300 and ANSI Z133.1 – 2006. See Attachment II and III respectively.
 - e. Demonstrated ability and experience to supervise the Contractor's crew to ensure the satisfactory completion of operations including, but not limited to ensuring proper clearances, proper pruning techniques, productivity, clean-up, safety, and compliance with the

terms of this contract.

- f. Experience in the recognition, diagnosis, and examination of trees included in this contract for indication of hazardous conditions such as the presence of disease, decayed trunk or cracks, presences of termites, dead or dying trees, poor structure, or other structural stability and safety prior to climbers entering the trees.
4. The Certified Arborist shall fully represent the Contractor at the worksite. The Certified Arborist shall serve in the capacity or act on behalf of the Contractor. The Certified Arborist shall be competent to understand and carry-out instructions which may be given by the Contract Administrator or his designated representative.
5. The Certified Arborist shall remain at all times within visual or voice communication of all of the crew(s) performing the tree trimming operations. The Certified Arborist shall have a cellular telephone while work is being performed on the Contract. The Contract Administrator or his designated representative may call the cellular phone to contact the Certified Arborist for any reason during the work being performed on the Contract.
6. The Certified Arborist shall determine the trimming/servicing work to be performed based on the requirements listed in these Specifications and the Certified Arborist's arboricultural and horticultural knowledge and experience. The Certified Arborist shall provide complete supervision of all tree trimming work performed.
7. The Certified Arborist shall determine if any trees to be trimmed exhibit conditions hazardous to vehicles, buildings, walls, paving, irrigation systems, planting and any other site amenities and the general public; and detrimental to the well being of the tree. If such conditions exist, the Contractor shall immediately notify the Contract Administrator or his designated representative in writing by e-mail. The written report shall indicate the results of the Certified Arborist's inspection and the Certified Arborist's palm tree trimming/servicing recommendations. The report shall be submitted to the Contract Administrator or his designated representative for his review. The Certified Arborist's tree trimming/servicing recommendations shall be made part of this Contract.
8. The Certified Arborist shall maintain certification by the International Society of Arboriculture (ISA) throughout the Contract period. The Certified Arborist shall be in compliance at all times with the Contract requirements.

In the event the Contractor fails to provide Certified Arborist at the worksite during any phase of ongoing tree operation; the Contract Administrator or his designated representative has the right to temporarily suspend work operation and/or terminate the Contract due to Contractor's non-compliance.

Work operation may resume upon approval by the Contract Administrator or his designated representative when the Contractor's non-compliant performance has

been satisfactorily corrected for all non-performance issues.

Any losses resulting from work delays due to the Contractor's non-compliant performances shall be the sole responsibility of the Contractor and shall be promptly remedied by the Contractor at his own expense.

TREE TRIMMING TERMINOLOGY

1. Branch Collar: The bark tissue formed between the branch and the main trunk; or, between any branches or limbs.
2. Compartmentalization: Process where tree bark closes over cut ends to create wound closure.
3. Crown: The part of the tree made of branches and leaves, from the lowest branches to the top of the tree.
4. Crown Cleaning: Removal of branches/limbs that are dead, dying, decayed, diseased, weakened, and/or damaged from the crown.
5. Crown Containment and/or Reduction: Selective pruning shall include crown on all sides and top of crown; removal of branches growing outside from and not part of the exterior surface of the crown; selective pruning to provide directional pruning of branches away from obstacles such as buildings, roofs, flag poles, etc.; reduce drooping and excessive weights on long horizontal and semi-horizontal limbs by using thinning and drop-crotch methods; thinning branches back to suitable laterals.
6. Crown Raising: Removal of lower branches of the crown to provide adequate overhead clearances for pedestrian and vehicle traffic. Also called raising the ceiling of the tree.
7. Crown Thinning: Selective pruning of branches back to suitable laterals within the crown to increase light penetration, air movement, and reduce crown wind-sail effect, and reduce excessive branch end weights within the crown.
8. Crown Restoration: Restoration shall consist of selective pruning to improve the structure, form, and appearance of trees that have been severely headed, vandalized, or damaged.
9. Dead and Diseased Wood: Dead or dying branches or woody tissue. Branches are dying where recovery will not occur and/or branches will never thrive.
10. Lion's Tail: **THIS PRACTICE IS PROHIBITED**; Conditions where limb or branch is bare of foliage except at the tips. The limb resembles the tail of a lion. Condition results from trimming operations, or tree's response to stub cutting limb.
11. Stump Grind: Mechanical grinding of the stump and any above and below grade roots to render the tree unable to grow.
12. Stub Cutting: **THIS PRACTICE IS PROHIBITED**; trimming operation where branches

are cut too far from the branch collar to allow for compartmentalization of the cut end. Stub cut branches typically have no foliage.

13. Suckers: Vigorous, usually vertical shoots growing from tree root area.
14. Water sprouts: Vigorous, usually vertical shoots growing from above grade portion of the tree.
15. Topping or Heading: **THIS PRACTICE IS PROHIBITED**; trimming operation where crown height or spread is reduced by removing trunk, limbs, or branches without regard for compartmentalization of the cut end. This would be similar to stub cutting.

TRIMMING REQUIREMENTS

The following are the principal items of work to be performed:

1. Trim and Shape – Unless otherwise indicated herein, trim and shape shall mean:
 - a. All trees shall be “Crown Cleaned” to include but not be limited to: Removal of all stubs; selectively remove water sprouts; dead, dying, diseased, damaged, and weakly attached branches; and removal of all epiphytes, vines, and other volunteer growth.
 - b. All trees shall be “Crown Thinned” to include, but not be limited to: Clearing of all excessive growth; selective pruning of trees by use of thinning and drop-crotch methods to reduce excessive limb end-weights on long horizontal and semi-horizontal limbs; removal of cross and/or conflicting branches within the crown.
 - c. All trees shall be “Crown Contained” and/or “Crown Reduction” to include, but not be limited to: Selective thinning and drop-crotch methods to reduce crown height; contain branches and/or limbs away from buildings, roofs, utilities, streetlights, driveways, fence lines, private property, between trees, and other obstacles.
 - d. All trees shall be “Crown Raised” to include, but not be limited to: Selective pruning of low branches and/or limbs to provide adequate overhead clearances away from vehicle and pedestrian traffic.
2. The following shall apply to all trees whether specifically identified or not:
 - a. Raise ceiling heights, measured from the finish grade to the bottom of the crown, by a minimum:
 - Eight (8) feet above pedestrian walkways.
 - Twelve (12) feet above driveways and parking.
 - Ten (10) feet above lawn and other planting areas.
 - Eight (8) to ten (10) feet over roofs.
 - Four (4) to six (6) feet over fences.

- b. Clear crown from palms and trees, buildings, fence, private property, and other structure by two (2) to four (4) feet minimum all around.
 - c. Clear front of signs so face is visible from all views.
 - d. Clear light and utilities by four (4) to six (6) feet.
 - e. Clear light fixture so light will illuminate designated areas.
 - f. Clear electrical, telephone, cable, and other wires, by six (6) to eight (8) feet.
3. The Contractor shall make clean cuts without injuring the trunk and/or remaining branches. Proper pruning cuts shall be performed to prevent bark tears and to promote compartmentalization of cut ends.
 4. The use of climbing spurs and spikes shall not be allowed for climbing trees.
 5. All pruning cuts shall be performed with pruning shears, lopping shears, hand, pole and chain saws only. Cane knives and machetes are not allowed.
 6. The Contractor shall completely remove all trimmings and any other debris resulting from the work on a **daily** basis. All refuse shall be disposed of off-site at locations meeting all Federal, State and County ordinances and regulations. As possible, the Contractor shall dispose of refuse at recycling facilities.

SITE ACCESS

1. Vehicles may be allowed on the lawn to access trees to be trimmed at all Libraries.

Only aerial lift or boom truck used to trim the trees will be allowed to drive and park on the lawn. If the Contractor desires to drive and park his aerial lift or boom truck on the lawn at any of the Libraries, the Contractor must perform the following requirements:

- a. Ten (10) working days prior to trimming, the Contractor shall submit a written request to the Contract Administrator or his designated representative requesting to drive aerial lift or boom truck on the lawn of the library.

In this request, the Contractor shall indicate the trees he plans to trim using his aerial lift or boom truck.

The request shall be subject to review and approval by the Contract Administrator or his designated representative.

- b. The Contractor shall request the Contract Administrator, or his designated

representative show him the locations of irrigation system components, including but not limited to valves, irrigation heads, mains, laterals and other related items, prior to driving on the lawn.

Using this information, the Contractor shall place temporary flags and/or paint the grade with temporary paint at all valves, irrigation heads and other related items. If marked with flags, the Contractor shall completely remove all flags by the end of the workday; no flags shall be allowed to stand overnight.

- c. The Contractor shall drive the lightest aerial lift or boom truck with appropriate reach on the lawn.
 - d. The route of the aerial lift or boom truck from the driveway on to the lawn to access the trees shall be the shortest appropriate path.
 - e. The Contractor shall avoid driving over buried mains and laterals.
 - f. The Contractor shall not drive and park anywhere within the canopy of any palm or tree in the library.
 - g. The Contractor shall lay two (2) sandwiched 4 feet square x 3/4" plywood pieces, or equal under each outrigger and tire when parked.
2. The Contractor may be allowed to drive and park on driveways and parking stalls controlled by the State of Hawaii. If the Contractor would like to use these driveways and parking stalls, the Contractor shall directly contact the DAGS, Automotive Management Division for information and to request authorization to use the driveways and parking stalls. Contact the Automotive Management Division at (808) 586-0434.

The State of Hawaii, DAGS, Central Services Division will **not** provide coordination for the use of driveways and parking stalls controlled by the State of Hawaii. Coordination is the complete responsibility of the Contractor.

NESTING WHITE TERNS

1. The Contractor shall be aware of white terns nesting in trees to be trimmed. The white terns are protected by government regulations. Per the attach flier, White Tern Arborist Fact Sheet, no person "shall or attempt to pursue, hunt, take, capture, kill, possess or transport any White Tern adult, egg, or chick, nor remove, damage, or disturb a White Tern nest."
2. The Contractor is fully responsible for meeting all the government rules and regulations as they apply to nesting white terns. See Attachment IV – White Tern Arborist Fact Sheet.

3. Prior to starting any work, the Contractor shall inspect all trees to be trimmed to determine if white terns are nesting. If there is evidence of nesting by white terns, the Contractor shall not trim the tree and immediately notify the Contract Administrator or his designated representative for direction.
4. While trimming, the Contractor shall be aware of white terns nesting in the tree being trimmed. If white terns are seen nesting in the tree being trimmed, the Contractor shall stop trimming and immediately notify the Contract Administrator or his designated representative for direction.

EXTRA WORK

The Contractor shall submit a separate bid proposal for any and all work items not covered by Offer Form B. This work is additional to the Contract and is subject to review and approval by the Contract Administrator or his designated representative. If the bid proposal is found acceptable, and without further solicitation of other Bidders, the Contract Administrator or his designated representative may issue a separate Purchase Order to authorize the work.

INSPECTION AND NOTIFICATION BY THE CONTRACTOR

1. The Contractor shall confirm all tree trimming work at a facility has been properly performed per the Contract requirements. If the Contractor feels all the work at a facility has been performed per the Contract requirements, the Contractor shall notify the Contact Administrator or his designated representative in writing no later than the next business day after his inspection. Notification shall be made by e-mail at gerald.m.shioji@hawaii.gov.

INSPECTION BY THE STATE

The Contract Administrator or his designated representative shall inspect the trees within **five (5) working days after email notification from the Contractor is received.**

1. If the State determines the work is acceptable, the State shall inform the Contractor of acceptance of the work.
2. If the State determines the work is not acceptable, the Contractor shall be notified by e-mail to correct all deficiencies **within ten (10) working days from the date of notification.**
3. If the State determines the work is not acceptable, the Contractor shall be notified in writing to correct all deficiencies within ten (10) working days from the date of notification.