

SPECIFICATIONS
CSD-26-032-O
Coconut and Other Palm Trees

1.0 SCOPE OF WORK

The Contractor shall furnish all labor, equipment, tools, materials, and transportation to perform all operations in connection with furnishing Coconut and Other Palm Tree Trimming services at various State Facilities 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 palm tree trimming in its entirety at those facilities listed OR to select individually those palm trees that the State desires to trim based on the availability of funds.

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

2.0 WORK SCHEDULE

1. The State anticipates the start of the Contract shall be July 1, 2026, and the end of the Contract shall be June 30, 2027. During this Contract Period, all services shall be completed by June 30, 2027. Work shall not commence earlier than the official commencement date on the Notice to Proceed.

2. The Contractor shall trim coconut and other palm trees three times in this Contract. The trimming dates are:

- 1st trim between July and October
- 2nd trim between November and February
- 3rd trim between March and June

3. Work shall be performed between 8:30 a.m. and 4:30 p.m. on any State government workday, Monday through Friday.

Work may be performed between 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.

4. The Contractor shall submit a schedule indicating actual trim dates. The order of palm tree trimming at the facilities shall be the same order as the list of facilities in the Section, Facilities with Coconut and Other Palm Trees.

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.

3.0 GENERAL

1. The primary objective of palm tree trimming services is to address and/or reduce potentially hazardous palm 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 palm trees. Trimming practices shall be based upon the palm 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 be in compliance, as appropriate, with the current version of:
 - ANSI A300: Tree, Shrub and Other Woody Plant Maintenance – Standard Practices (Pruning)
 - ANSI Z133.1-2006: Pruning, Trimming, Repairing, Maintaining, and Removing Trees, and Cutting Brush – Safety Requirements
4. The Contractor **shall not subcontract** any palm tree trimming services as provided for 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, sprinklers, grass divots, 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/or 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. The Contractor shall notify the Contract Administrator immediately if they are unable to enter the site due to construction, obstacles, etc. that will prevent the completion of services.
12. The Contractor shall notify the Contract Administrator immediately to report any damaged trees, beetle infested trees or topless trees on site.
13. The Contractor shall notify the Contract Administrator immediately if the grounds are saturated and to reschedule the service.

4.0 ARBORIST

1. All palm 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 palm tree species included in this contract.
 - c. A sound knowledge and understanding of local palm tree species and their growth rates.
 - d. Possession of a thorough working knowledge of ANSI A300 and ANSI Z133.1 – 2006.

- 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 palm trees included in this contract for indication of hazardous conditions such as the presence of disease, decayed trunk or cracks, presence of termites, dead or dying palm trees, poor structure, or other structural integrity and safety issues.
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 palm tree 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 palm tree trimming work performed.
 7. The Certified Arborist shall determine if any palm 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 palm 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 that 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.

5.0 TRIMMING REQUIREMENTS

1. Coconut and Other Palms are located at the State facilities indicated in the Section, Facilities with Coconut and Other Palm Trees. The Contractor shall trim the type and quantity of palm trees as indicated for each facility on the Offer Form.
2. The Contractor shall use recognized arboricultural practices in trimming the palm trees as described below. The Contractor shall refer to Exhibits 1, 2, 3, and 4. These drawings show general trimming requirements.
3. **The Contractor shall not use spikes of any kind to climb any palm trees.** This restriction to using climbing spikes includes coconut palm trees. All past spiking injuries on coconut and other palm trees have healed over. Any fresh wound shall indicate the Contractor used spikes to climb the palm tree. If the Contractor has been found to have used spikes to climb a palm tree, the Contractor shall replace the spiked palm tree, regardless of extent of damage, in the same type and size as the existing spiked palm tree without additional cost to the State. The replaced palm tree shall be maintained by the Contractor for 180 days.
4. Remove all excessive, dead, dry, dying fronds; and flowers and fruits at any stage of growth. Make clean cuts, close to the trunk. After trimming, the lowest fronds shall be roughly perpendicular to the trunk and parallel to horizontal grade.
5. The Contractor shall remove and dispose all trimmings and debris the same day the trimming was done. Dispose trimmings and debris at recycling facilities or disposal sites meeting requirements of all governmental agencies.

6.0 SITE ACCESS

1. An aerial lift vehicle or boom truck shall **not** be allowed on lawn areas planted over the basement garage of the following facilities:
 - a. Kalanimoku Building
 - b. State Capitol

At all other facilities not listed above, driving and parking vehicles to access the palm trees for trimming may be allowed. Only aerial lifts and boom trucks used to trim the palms trees will be allowed. If the Contractor desires aerial lifts or boom trucks to be driven on the lawn at any other facilities not listed above, the Contractor shall make request of the Contract Administrator or his designated representative.

Access may be allowed under the following conditions:

- a. Ten (10) working days prior to trimming, the contractor shall submit a plan to the Contract Administrator or his designated representative indicating where he will use the aerial lift or any other type of truck or vehicle to access the palm trees for trimming.

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

The Contractor shall drive the lightest vehicle with appropriate reach on sidewalks and lawn areas.

- b. The vehicle route from driveway on to the sidewalk and lawn to access the palm trees shall be the shortest appropriate path.
- c. 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.

- d. The Contractor shall avoid running over buried mains and laterals.
 - e. The Contractor shall not drive/park anywhere within the canopy of the any palm or tree in the facility.
 - f. The Contractor shall lay two (2) sandwiched 4' by 8' by 3/4" plywood pieces, or equal continuously under the tires while driving the vehicle on the grass from the sidewalk/street to the parking areas and shall be placed 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 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.

7.0 NESTING WHITE TERNS

1. The Contractor shall be aware of white terns nesting in palm trees to be trimmed. The white terns are protected by government regulations. Per the attached 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.
3. Prior to starting any work, the Contractor shall inspect all palm 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 palm 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 palm tree being trimmed. If white terns are seen nesting in the palm tree being trimmed, the Contractor shall stop trimming and immediately notify the Contract Administrator or his designated representative for direction.

8.0 COCONUT RHINOCEROS BEETLE

1. The Contractor must be fully aware of coconut rhinoceros beetles and its extremely serious threat to the landscape industry; specifically, the health and well being of coconut, and similarly related, palm trees.

The Contractor shall inspect the coconut palm trees prior to trimming, during trimming and subsequent disposal of fronds and debris from the palm trees, for evidence of the coconut rhinoceros beetle.

2. If discovered, the Contractor shall employ appropriate protocol to contain the beetles within the facility. The Contractor shall call the State Pest Hotline (643-7378) to report the discovery and request course of action to contain the pest and properly dispose of the pest infested trimmings and debris. The Contractor shall inform, by email, the Contract Administrator, or his designated representative of the situation on the same day.
3. Failure to discover the beetles in infected palm trees will result in the Contractor paying for all costs associated with containment and removal of the infestation.

9.0 BUNGEE CORDS

1. After trimming the royal palm tree, the Contractor shall apply bungee cords around the frond sheaths. The frond sheaths are defined as the part of the cut frond still attached to the trunk of the palm tree.

The purpose of applying the bungee cords is to keep the frond sheaths in place on the palm tree until the next trim.

The Contractor shall install bungee cords around the frond sheaths of all trimmed royal palm trees.

2. For the first palm trimming scheduled for December 2019, the Contractor shall install NEW, heavy duty bungee cords around the frond sheaths of the royal palm trees.

Submit sample of bungee cord to the Contract Administrator or his designated representative for review prior to installation.

The Contractor shall not reuse existing bungee cords; dispose of the existing bungee cords properly off site.

3. The Contractor shall determine the total quantity of bungee cords to provide and install around the frond sheaths (two minimum per palm tree), where to install the cords and the tightness of the cords around the trunk. The bungee cords shall be tightened to keep the frond sheath in place on the trunk of the palm tree until the next trim without affecting the proper growth and health of the palm tree.
4. Between trimmings, the Contractor shall replace bungee cords on the palm trees where cords are defective and/or missing. Replacement of defective and/or missing bungee cords shall be considered Extra Work to the Contract.
5. For subsequent trimming, bungee cords may be reused. Any missing, damaged and/or defective cords shall be replaced by the Contractor as Extra Work to the Contract.

10.0 EXTRA WORK

Any extra work or emergency needed, the Contractor shall respond to all calls made within two (2) hours of the initial call and be on site within a twenty-four (24) hour period, if requested.

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.

11.0 INSPECTION AND NOTIFICATION BY THE CONTRACTOR

The Contractor shall confirm all palm tree trimming work at a facility has been properly completed 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.

12.0 INSPECTION BY THE STATE

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

2. If the State determines the work is acceptable, the State shall inform the Contractor of acceptance of the work.
3. 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.**