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BOARD OF LAND AND NATURAL RESOURCES  
COMMISSION ON WATER RESOURCE MANAGEMENT

STATE OF HAWAII | KA MOKU'ĀINA 'O HAWAII'  
DEPARTMENT OF LAND AND NATURAL RESOURCES  
LAND DIVISION

180 Kalanikoa Street  
Hilo, Hawaii 96720  
PHONE: (808) 961-9590

May 8, 2026

TO: Prospective Vendor

FROM: Pua Ishibashi  
DLNR Land Agent  
Hawaii District Land Office

RE: Bucking and removal of a large tree at Haloa Stream, unencumbered  
State lands, Kamuela, Hawaii, TMK: (3) 6-4-002:142.

**PROJECT DESCRIPTION:**

Hawaii District Land Office is seeking bids to cut and remove a large tree that fell from State lands at (3) 6-4-002:142 onto private property at TMK: (3) 6-4-021:073

**SCOPE OF WORK (SOW):**

- Cut fallen tree stump as low to the ground as possible and treat with herbicide to prevent future growth.
- Remove tree fall, in its entirety from both State and Private lands.
- Cut and remove any other trees that may have been damaged from initial tree fall that may pose a risk of falling.
- Remove all debris from other trees that may have resulted from initial tree fall.
- No material from this project shall be left on State or Private lands including cuttings, chips, or mulch, all such items shall be removed from State and Private lands.
- Property is situated in a residential area, be mindful of this when providing service. Do not use loud equipment before 8am and be mindful of windblown debris entering private properties.
- Access to project area shall be coordinated through DLNR Land Agent, Pua Ishibashi.

## **INSURANCE REQUIREMENTS:**

Certificates of Insurance with the following minimum insurance coverage(s) and limit(s) shall be required from the Contractor AND any subcontractor(s).

<u>Coverage</u>	<u>Limits (no less than)</u>
Commercial General Liability	\$1 million per occurrence/\$2 million aggregate
Automobile Insurance	\$500,000 per occurrence/\$500,000 aggregate

Each insurance 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 Land and Natural Resources, Land Division, 180 Kalanikoia Street Hilo, Hawaii 96720."
2. "The State of Hawaii shall be added as additional insured for Liability Insurance in respect to operations performed for the State of Hawaii." The State of Hawaii does not require to be additional insured on auto insurance.
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 comply to the Hawaii Insurance Code.

Certificates of insurance shall be submitted to Land Agent before a purchase order is generated and before any work can be performed by Contractor AND any subcontractor(s).

## **ARBORIST REQUIREMENTS:**

Arborist shall submit a copy of Arborist Certification to Land Agent.

If Arborist is acting as a Subcontractor, Arborist shall comply to all insurance requirements and expectations referenced above.

## **BID/CONTRACT PROVISIONS:**

- Contract is to start as soon as possible once PO is processed and "notice to proceed" is given to Contractor.
- Access to project area shall be coordinated through DLNR – LD Land Agent.
- Contractor shall notify Land Agent by email within 3-days of completion of project so work can be inspected for SOW compliance.
- Invoice shall include photos of completed project area.
- Payment of invoice shall be contingent upon satisfaction of SOW and the terms and conditions specified above.

**HAWAII COMPLIANCE EXPRESS:**

Contractor (and Arborist if subcontractor) compliance shall be conducted via Hawaii Compliance Express (HCE). It is the responsibility of the Contractor (and Arborist if applicable) to ensure that they are registered with HCE and that their information is current and accurate.