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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

June 30 2026

TO: Prospective Vendor

FROM: Pua Ishibashi
DLNR Land Agent
Hawaii District Land Office

PROJECT DESCRIPTION:

Hawaii District Land Office is seeking bids to secure unoccupied structure (prior residence) to mitigate unauthorized entry, at 521 Ocean View Drive, Hilo, Hawaii, TMK: (3) 2-1-007:027.

SCOPE OF WORK (SOW):

- Secure all entry points and potential entry points of structure using the U.S. Fire Administration Borad Up Procedures (FABUP) as a guide (attached).
- Track block the interior of all sliding doors with a heavy piece of wood or metal to prevent doors from sliding.
- Cover the exterior and interior and block as necessary all entry points, i.e., doors, windows, sliding glass doors, etc. as per FABUP.
- **Note: Use 3/4" plywood as opposed to FABUP recommended 1/2"**
- Using carriage bolts secure all covered areas by driving carriage bolts through the outer plywood, through walls or doors, and through the inner plywood, tightening with washers and nuts from the inside of structure as per FABUP.
- Install carriage bolts as close as necessary to prevent prying.
- Using the FABUP method or any other appropriate method, secure the two garage doors of the garage.

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 Kalanikoa 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 sub-contractor(s).

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