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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

July 1, 2026

TO: Prospective Vendor

FROM: Pua Ishibashi
DLNR Land Agent
Hawaii District Land Office

RE: Clearing of invasive trees, weeds, and attendant vegetation on unencumbered state lands located at Hawaiian Beaches, Waiakahiula, Puna, Hawaii, TMK: (3) 1-5-009:009 (Portion) and removal of tree fall at adjacent private property at 15-2673 Hou Street, TMK: (3) 1-5-079:014.

PROJECT DESCRIPTION:

Hawaii District Land Office is seeking bids to create a buffer zone 188' x 50' along the boundary between state lands at Hawaiian Beaches, Waiakahiula, Puna, Hawaii, TMK: (3) 1-5-009:009 and private property at 15-2673 Hou Street, TMK: (3) 1-5-079:014. Also to remove a tree that has fallen from subject state lands onto adjacent subject private property.

SCOPE OF WORK (SOW):

- Cut and drop all trees, shrubs and undergrowth within a 188' long and 50' wide buffer zone along the border of the state parcel and private parcel, as shown on the attached **Exhibit A**.
- Cut and remove a tree that has fallen from state lands onto adjacent private property and fence as shown on the attached **Exhibit A**.
- Trees shall be cut under the direct supervision of an onsite certified Arborist.
- Vegetation (trees, brush, etc.) shall be cut as close to the ground (<6") as possible. Stump removal is not required.
- Vegetation shall be cut to pieces no longer than 3 feet long.
- Cut vegetation shall be removed from private property and buffer zone area and laid out on bordering State lands as flat as possible; do not stack or pile.
- Cut tree stumps and vegetation shall be treated with herbicide to inhibit future growth.
- Subject property is situated in a residential area, do not use loud equipment before 8am and be mindful of windblown debris entering private properties.

- Access to project area shall be coordinated through Pua Ishibashi, DLNR Land Agent, Pua Ishibashi (Land Agent).

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).

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 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.