

SPECIFICATIONS
SPECIAL EVENT, SEPTEMBER 2026, STATE CAPITOL BUILDING

SCOPE OF WORK:

The Contractor shall provide all labor, materials, tools, vehicles, and equipment necessary to stage and coordinate an event at the Hawaii State Capitol Building (SCB), with the Department of Accounting and General Services (DAGS) Central Services Division (CSD), during the period noted in the Scheduling section below.

An event will be hosted at the Entry Level of the SCB (Attachment A). DAGS is requesting bids for a Contractor to provide event facilities and guest accommodations during this event and break down and restore the area to its prior condition. Photos of past events are also contained in Attachment A. The items to be provided are as follows:

- Laydown and secure plywood protection (approximately 1600 sq feet) for the Aquarius mosaic in the center of the Entry Level of the SCB.
- Cover and secure carpet to the plywood protection
- Cover the carpeted area with a windproofed clearspan tent with a transparent covering and walls to provide wind protection. The tent shall have these minimum features:
 - Square
 - 10-foot-high eaves
 - 17'-20' apex
- Tent lights, 4 corners
- Carpet Runner 5'x200' (approximate) secured by 2-way carpet tape per layout
- Stanchions with 5' red velvet rope arranged per layout
- 4 – 8' tables arranged per layout
- 300 chairs arranged per layout
- 1 sound system for 2 microphones and patched music, adequate for a stand room only audience and a speaker's podium
- Plants and Areca palms to decorate the stage and tent area (300 Spaths, 30 XL Areca Palms in baskets, 75 Medium Areca Palms in baskets, decorative plants in the 4 planter boxes)
- 4 Portable Toilets, 1 ADA, All Unisex for the day of the event
- Self-service watering station for 500 on day one, 200 on day two
- 1-Event first-aid booth with 1 (one) on-site standby personnel for event (2-half days, Friday evening and Saturday morning). The standby personnel shall be Basic Life Support certified.
- Low rise stage, approximately 32'x8'x 16", with black skirting and grey carpet and 2-2-step units on each end.

- Properly dispose of all event debris, rubbish, and demolished materials daily.

Qualifications of the Bidders:

If requested by the State, contractors may be asked to provide documents demonstrating their experience at the time of bidding, including:

1. The contractor shall have a minimum of two (2) consecutive years of Hawaii Events experience. The experience shall include a minimum of two (2) years in the managing of similar events in size and scope.
2. The State may request a list of similar projects to substantiate the bidder's/contractor's experience. The list shall contain a minimum of three (3) different event projects and shall include a) name of the company, b) point of contact, c) phone number, d) description of work performed, and e) size of the project (cost wise).

Quality of Work:

All services performed will be subject to inspection and correct any substandard work as requested by the contracting officer. Contractors will not be held liable for acts of vandalism.

Contractors shall provide all supervision necessary to coordinate and inspect their own and all subcontractors' work.

Safety:

Contractors shall close off area(s) and post signs indicating the area(s) are closed to pedestrian traffic and walkways. Equipment, apparatus, or rope coils on the ground level shall be marked off with cones and signs warning pedestrian traffic. Contractors shall provide all safety cones and signs.

Reporting Damages:

Any damage that is discovered when reviewing the existing event site prior to the start of work shall be reported to the contracting officer.

Any damage to buildings exteriors, structures, vehicles, plants and other items in the area and adjoining properties caused by the Contractor or any of its personnel shall be repaired and/or replaced by the Contractor at their own expense and to the satisfaction of the contracting officer or his designated representative and any injured party.

Scheduling:

Work shall be performed between Monday, September 14 and Monday, September 21. The day and time of the event is Friday after 12P, September 18 (1P-7P) to the following morning at 12P, Saturday, September 19 (8A-12P). Breakdown can occur after 3P on Saturday, September 19 to 4P, Monday, September 21. Contractor will coordinate with the Contract Administrator or his designated representative a schedule of work prior to the issuance of the Notice to Proceed. Schedules of work may change or be adjusted at any time, upon agreement by both parties.

Parking:

The Contractor may be allowed to drive and park on driveways and parking stalls controlled by DAGS. If the Contractor would like to use these driveways and loading zones, the Contractor shall directly contact the DAGS, Automotive Management Division, for information and request authorization to use the driveways and parking stalls. All cost associated use of DAGS parking and loading facilities is the responsibility of the Contractor. Contact the Automotive Management Division at (808) 586-0434.

Bid Submittals:

Bid Prices shall include all costs for all labor, equipment, supplies, applicable taxes (including the current Hawaii General Excise Tax) and any other expenses incurred to provide the specified items and all other services included in the work being solicited.

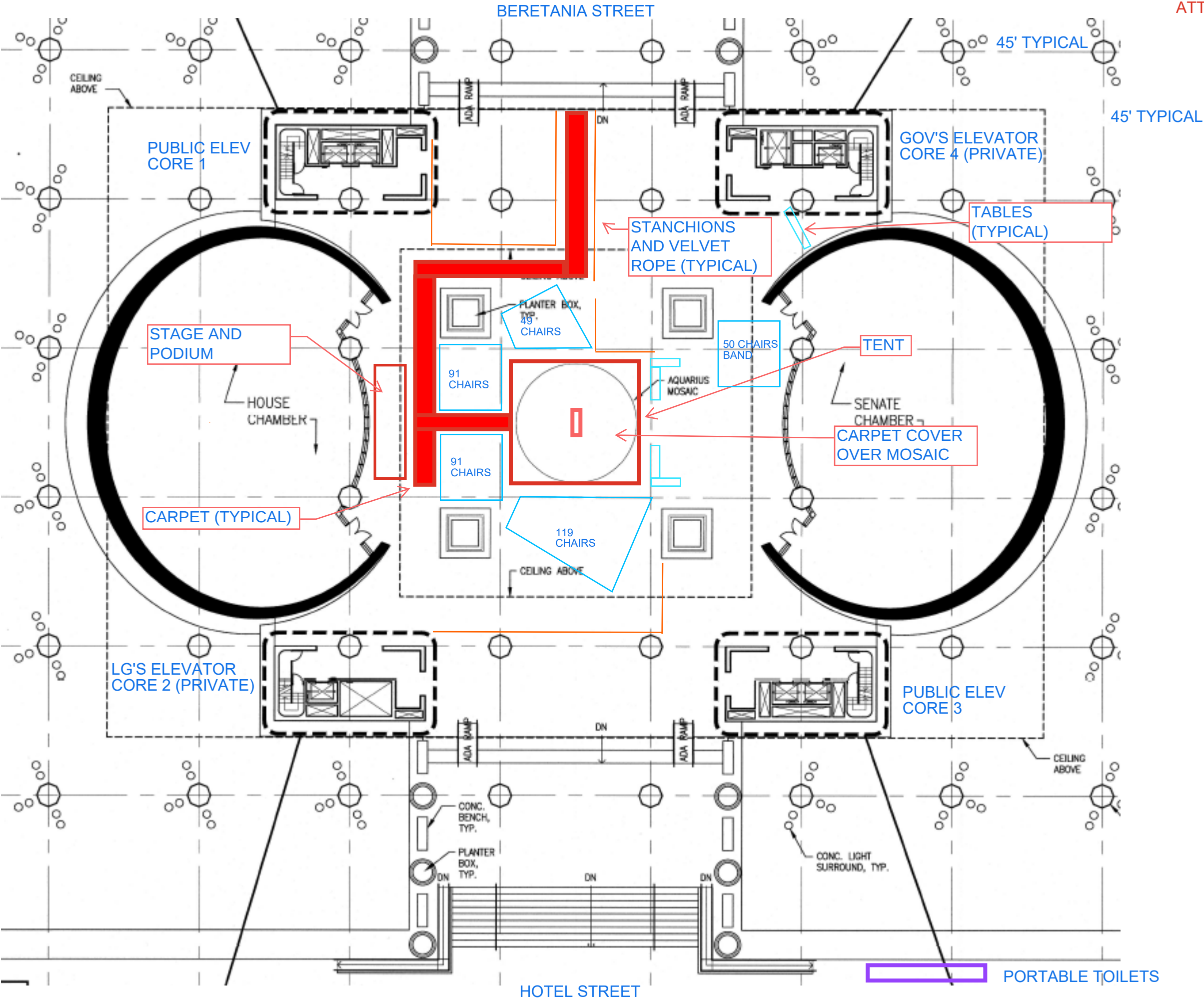
This solicitation is intended to allow the State to proceed with hosting this event in its entirety or to select individual line items, based on the availability of funds.

Extra Work:

The Contractor shall submit a separate Proposal for all work items not covered by the contract. This work is additional to the Contract and is subject to review and approval by the Contract Administrator. If the Proposal is found acceptable, and without further solicitation of other Bidders, the Contract Administrator shall authorize the work. Payment for extra authorized work will be by Purchase Order and/or Purchasing Card.

Contract Administrator:

Contract Administrator shall be Gerald Shioji, Central Services Manager, or his designated representative. He may be contacted by calling (808) 831-6736 or by e-mail at gerald.m.shioji@hawaii.gov.



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