

SPECIFICATIONS

PLUMBING SERVICES, INCLUDING FIRE SPRINKLER SERVICES, AT VARIOUS STATE FACILITIES ON OAHU

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
CENTRAL SERVICES DIVISION
CSD-27-004-O

1.0 SCOPE

The Contractor shall furnish all labor, materials, parts, tools, equipment, transportation, and supervision necessary to provide plumbing services, including fire sprinkler services, to the Department of Accounting and General Services - Central Services Division (CSD) on a Task-Order as-needed basis. Services shall be rendered at various buildings listed herein on Attachment I and other similar facilities as requested.

2.0 DESCRIPTION OF WORK

The Contractor shall perform complete and timely plumbing services, including responding to trouble calls, which may involve installation, modification, inspection, testing, maintenance, and/or repair of water supply, drainage, and waste removal systems, as well as work typically performed in association with these services.

Additionally, the Contractor shall perform complete and timely fire sprinkler services, including responding to trouble calls, which may involve maintenance and/or repair of automatic fire sprinkler systems, as well as work typically performed in association with these services.

Any questions as to the satisfactory performance of plumbing and fire sprinkler services, including the satisfactory operation of all equipment and systems, shall be determined by the Contract Administrator (CA).

A. Task Order Emergency Trouble Calls

The Contractor shall respond to Emergency Trouble Calls, be present on the requested site and commence work **within two (2) hours after being notified** by Central Services Division (CSD). The Contractor shall investigate and diagnose each incident and shall determine if repairs, including the replacement of worn, failed, or doubtful components, are necessary. Emergency Services shall be available to be dispatched on a twenty-four hour, seven-days-a-week, three-hundred-sixty-five-days-a-year (24/7/365) basis. The Contractor shall provide the Contract Administrator (CA) with a telephone Point-of-Contact for Emergency Trouble Call requests. This point-of-contact shall be continually staffed and prepared to dispatch service personnel on a twenty-four hour, seven-days-a-week, three-hundred-sixty-five-days-a-year (24/7/365) basis. The Contractor must also be able to respond to up to three (3) simultaneous Emergency Service Requests from the State at any one time. The Contractor shall provide copies of the past emergency service and repair history and cost upon request by the Contract Administrator.

Repairs that will incur less than \$1000 in total chargeable expenses shall be performed upon discovery. For repairs of \$1000 or more, including any work performed by a subcontractor, a written proposal with a cost estimate shall be submitted to the CA within 24 hours of the notification of the trouble call, except when authorized by the CA to perform the work prior to receiving the cost estimate. The Contractor shall commence the repairs within 24 hours after the proposal has been approved by the Contract Administrator.

A written quotation shall follow within 48 hours of any emergency services performed, containing the following minimum information:

- a. Description and breakdown of material, parts and labor costs.
- b. Extra costs such as air freight.
- c. Completion date.

Unless the Contractor is given authorization to make such repairs, the State shall not be held responsible for payment of any such work performed by the Contractor.

a. TROUBLE CALL PROCEDURES FOR PLUMBING AND FIRE SPRINKLER SERVICES:

1. State Agency calls Central Services Division (CSD) to report plumbing problems.
2. Contractor shall **NOT** respond to calls from State Agencies without Central Services Division prior approval but shall instruct the State Agency to call CSD.
3. CSD notifies Contractor of problem and, if applicable, assigns a control number.
4. The Contractor shall E-mail Contract Administrator by 4:30PM, on the last working day of each week, the status of all outstanding trouble calls. The E-mail shall provide information on the problem found, what actions the Contractor is intending to take, and an estimated completion date.
5. CSD will inform State Agencies of status or pending actions.

Unauthorized work performed on a trouble call may not be compensated as determined by the Contract Administrator.

B. Written Task Order

Upon request from the CA, the Contractor shall provide written quotations for any Written Task Order work requested or proposed by CA. Written quotations shall be inclusive of all cost necessary to perform the proposed work and shall include:

1. Description of the work;
2. Parts and materials list;
3. Labor;
4. Subcontractor costs; and
5. Start and completion dates.

The hourly labor rates listed in Offer Form B shall be used for Task Order work to include onsite investigations, diagnostics, repairs, and as-needed work. Except for parts and materials, no further compensation shall be provided. Replacement parts and materials shall be in accordance with Section 5.0 ALLOWABLE COSTS FOR PARTS AND LABOR. The Contractor cannot refuse to perform any requested work.

Upon the acceptance by the State that all discrepancy items for a system or equipment item, and its components, have been properly repaired/replaced, all responsibility of that system shall cease with the Contractor. **The State shall be the sole judge as to whether these discrepancies have been fully corrected.**

For estimating and contract award purposes, please base your submittal bid for this Section (2.0) on an estimated 400 hours of work per year for Task Order Emergency Trouble Calls and Written Task Order work. Assume that 85% of this work will be for

Plumbing services and 15% of this work will be for Fire Sprinkler services. This is an arbitrary amount and will be used for contract award evaluation purposes only.

3.0 SERVICE REPORTS

All Contractor Service Reports, whether maintenance, inspection, trouble call, emergency or other authorized work, shall be filled out **properly and completely at the time of service** and shall include: day & date, facility, time start, time complete, service performed, materials used and costs, **control number** (if applicable), service person, and shall be certified (signed) by the service technician who performed the work. One (1) service report shall be filled out for each day one or more service technicians report to a facility). The Contractor must document his findings and submit a report to the Contract Administrator or their representative no later than one (1) business day after completing the maintenance, inspection, repair, trouble call, emergency or other additional work.

4.0 SERVICE AND WORK SCHEDULE

All work shall be performed between the hours of **7:45 A.M. to 4:00 P.M. on normal working days**. Normal working days shall be defined as Monday through Friday, excluding State holidays. The Contractor shall schedule all work to minimize disruption of the building operations. The Contractor may be required to reschedule at no additional cost to the State.

The State reserves the right to require the work to be performed on the weekends or after normal operating hours. Whenever the State exercises this right, the labor rates shall be adjusted pursuant to Section 6.0 AFTERHOURS COMPENSATION AND MARK-UPS.

5.0 ALLOWABLE COSTS FOR PARTS AND LABOR

The Contractor shall procure, **at the State's expense**, all replacement parts, components and equipment integral or attached to, part of or constituting a System necessary for the performance of the Services during the Term; provided, however, if any such replacement components are required as a result of Contractor's failure to perform its obligations under this Agreement, then Contractor shall procure such Replacement Components at Contractor's expense. To the extent available, Contractor will file warranty claims on behalf of Owner for any Replacement Component remaining under warranty.

The State shall compensate the Contractor for the replacement part(s) at the Contractor's cost, plus associated labor (approval for repairs must be obtained from the Contract Administrator prior to any work if the total cost of the repair exceeds \$1,000). The Contractor's material cost mark-up shall not exceed 20%, which shall include shipping, overhead, profit, taxes, and any other incidental expenses. If a subcontractor service is required, the Contractor's mark-up shall be limited to 10%, which shall include all the above-mentioned expenses. The Contractor shall substantiate all costs by submitting a copy of the part or material invoices with their invoice to the State. Use only new, standard parts or material as manufactured by the maker of each unit or part of equal quality.

The Contractor shall maintain a reasonable supply of parts and material that is required for normal repairs of the plumbing and fire sprinkler systems. All replacement parts, materials, pipe, and fittings shall be new and comply with current State Plumbing Code. All replacement parts used for repair work shall be new original equipment manufacturer (OEM) parts or new aftermarket parts that meet or exceed the OEM specifications. At the discretion and approval of the CA, parts may be rebuilt provided the rebuilt part is cost-effective, reliable, and will not compromise reliability and performance. Should a conflict exist between State Plumbing Code and OEM specifications, the conflict shall be reported to the CA for further direction.

The Contractor shall notify the State whenever parts are not locally available to accomplish the repairs. **The State reserves the right to request the parts be shipped by air freight at the expense of the State and cost shall not include Contractor mark-up. Should the Contractor elect to purchase parts from the mainland at reduced prices, even though the part is available locally, the State reserves the right to require the Contractor to air express (next day delivery) the parts at the Contractor's expense.**

The State, or its employees or building occupants, shall not be held responsible for incorrect or damaged deliveries made to any of the facilities even if a signature is provided. All responsibilities of receiving material and/or equipment deliveries are the responsibility of the Contractor, or their subcontractor. It is recommended that a company representative be present when deliveries are made.

The Contractor shall not be responsible for repairs due to flagrant vandalism, fire, storm or related damages that can be attributed to causes beyond his control. However, the Contractor shall be responsible for such repairs if the damages are caused by the Contractor's failure to properly maintain and repair the equipment, e.g., failure to reinstall protective covers causes motor to burn during rainstorm.

6.0 AFTERHOURS COMPENSATION AND MARK-UPS

The State will compensate the Contractor one and one half (1.5) the hourly rate provided by Contractor on **Offer Form B**, which includes applicable fringe benefits, mileage, travel, parking, wear and tear, service report preparation, overhead and profit, all applicable tax costs, and any other expenses necessary as required to perform the services specified. Except for parts and materials, no further compensation shall be provided.

7.0 CLEANUP AND WORK PRACTICES

The Contractor shall keep the job site free of debris, litter, refuse, etc. and shall clean all fluids, leaks, or spills during the daily progress of work. The Contractor shall remove all tools, materials, parts, and equipment from the service area upon completion of the work.

The Contractor shall exercise caution during the progress of all work to prevent damage to any of the buildings. The Contractor shall be responsible to repair all damages caused by the Contractor's negligence.

8.0 SAFETY PRECAUTIONS

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

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 work to assure the least possible obstruction of public traffic without obstructing the free flow of traffic and public right-of ways. If public lane closures are necessary, the Contractor is required to obtain all approvals and permitting for such action from the owner or appropriate agency.

Contractor's personnel shall be capable of performing in accordance with these specifications and industry standards. All work shall strictly adhere to all provisions performed in compliance with all Federal, State, Local OSHA, HIOSH and ANSI laws and codes. OSHA Standards 29 CFR 1910 Subpart D is made aware of and acknowledged by the Contractor.

9.0 SECURITY REQUIREMENTS

The Contractor must be aware of the heightened security conditions at all the State facilities covered by this contract. The Contractor is requested to be aware and to report any suspicious activity or obvious breach of security in relation to, or in the course of their work at any of the State facilities to the CA with as much detailed information as possible. The Contractor must keep their work areas closed and secure; before, during and after performing work. Any doors left open and unsecured may be liable for security breaches and be charged at \$100.00 per incident per day per location. The State reserves the right to request that background security checks be provided when requested for each employee assigned to this contract.

9.0 CONTRACTOR'S GUARANTEE

The Contractor must guarantee workmanship and materials at the Contractor's expense for a period of twelve (12) months from date of final payment.

If the work or product is not acceptable to the Contract Administrator during the initial period of Acceptance, the Contract Administrator may, at its discretion, continue Acceptance Testing on a day-to-day basis until it is deemed acceptable by the Contract Administrator.

- Upon rejection, the vendor will have three (3) calendar days to cure any Acceptance issue(s).
- If, after the cure period, the product/work still not acceptable, the Contract Administrator may, at its option:
 - a. Declare the vendor to be in breach and terminate the order,
 - b. Demand a replacement product or rework from the vendor at no additional cost to the State, or
 - c. Continue the cure period for an additional time period agreed upon by the Contract Administrator.

Attachment I

The typical sites and systems covered under these specifications are as follows:

	Facility
1	CENTRAL SERVICES BASEYARD 729 Kakoi St, Honolulu, HI 96819
2	STATE CAPITOL BUILDING 415 South Beretania St, Honolulu, HI 96813
3	KALANIMOKU BUILDING 1151 Punchbowl St, Honolulu, HI 96813
4	STATE OFFICE TOWER (LEIOPAPA A KAMEHAMEHA) 235 South Beretania St, Honolulu, HI 96813
5	KEELIKOLANI BUILDING 830 Punchbowl St, Honolulu, HI 96813
6	LILIUOKALANI BUILDING 1390 Miller St, Honolulu, HI 96813
7	NO.1 CAPITOL DISTRICT BUILDING (HEMMETER) 250 South Hotel St, Honolulu, HI 96813
8	CAPITOL CENTER (KEONI ANA) 1177 Alakea St, Honolulu, HI 96813
9	HALE AUHAU BUILDING 425 Queen St, Honolulu, HI 96813
10	KAMAMALU BUILDING 1010 Richards St, Honolulu, HI 96813
11	KAKUHIHEWA (KAPOLEI STATE OFFICE BUILDING) 601 Kamokila Blvd, Kapolei, HI 96707
12	WAIPAHA CIVIC CENTER 94-275 Mokuola St, Waipahu, HI 96797
13	O. R & L BUILDING 333 North King St, Honolulu, HI 96817
14	KAM V BUILDING 32 Merchant St, Honolulu, HI 96813
15	KEKAULUOHI BUILDING 364-A South King St, Honolulu, HI 96813