

SPECIFICATIONS AND OTHER PROVISIONS

THE JUDICIARY, STATE OF HAWAII

Scope of Work:

All work performed by the Contractor, also referred to as the Courier, shall be subject to inspection by the Contract Administrator. Services shall be provided with a minimum of interruption to the operation of the various buildings' personnel. Courier shall perform all work in a professional manner. Contractor shall furnish all equipment, vehicles, personnel, and supervision necessary to provide courier services to the Honolulu District Court (Kauikeaouli Hale), Wahiawā District Court and 'Ewa District Court.

1. Location of the pickups and deliveries are:

Pick -Up Locations and Contact Person(s):

District Court of the First Circuit
Traffic Violations Bureau (TVB)
1111 Alakea St. 2nd Floor
Honolulu, HI 96813
Contact Person(s): Korin Okada or MaryAnn Wada
Phone #: 808-538-5590
korin.k.okada@courts.hawaii.gov
maryann.l.wada@courts.hawaii.gov

Wahiawā District Court
1034 Kilani Avenue
Wahiawa, HI 96786
Contact Person (s): Estrella Gazmen or
Cibele Randall
Phone #: 808 534-6228
Estrella.e.gazmen@courts.hawaii.gov
Cibele.d.randall@courts.hawaii.gov

'Ewa District Court
870 4th Street
Pearl City, HI 96782
Contact Person (s): Joel Guerrero or Kirk Klein
Phone #: 808 534-6917
Joel.Q.Guerrero@courts.hawaii.gov
Kirk.A.Klein@courts.hawaii.gov

Delivery Locations:

District Court of the First Circuit
Kauikeaouli Hale
Traffic Violations Bureau
1111 Alakea St. 2nd Floor
Honolulu, HI 96813

Wahiawā District Court
1034 Kilani Avenue
Wahiawa, HI 96786

‘Ewa District Court
870 4th Street
Pearl City, HI 96782

and **RETURNS** to

District Court of the First Circuit
Kauikeaouli Hale
Traffic Violations Bureau
1111 Alakea St., 2nd Floor
Honolulu, HI 96813

2. The Courier picks up, transports, and delivers boxes, bags and/or envelopes and packages from Honolulu District Court (Kauikeaouli Hale) to Wahiawa District Court to Ewa District Court, and returns to Honolulu District Court (Kauikeaouli Hale).
3. Days requesting for pick up is from Monday to Friday with the exception of State and Federal Holidays. Each court has scheduled hours for pick up.
4. Pickup and Delivery Times other than those listed in the Pick-Up Schedule may be changed by mutual written consent between the Judiciary and the Contractor, provided there is no increase or decrease to the price specified in the Offer Form.
5. List of Authorized Personnel. Contractor shall be required to submit to the Judiciary prior to commencement of contract, an Authorized Personnel List containing the name of authorized courier, their signatures, and their I.D. numbers. Contractor shall be required to furnish the Judiciary with a current listing throughout the contract period.
6. The Judiciary reserves the right to refuse transfer of any shipment to couriers who are not in uniform, who do not display I.D. badges, or whose names and signature are not on the Contractor's authorized personnel list.
7. The contract term shall be from October 1, 2026, through September 30, 2027, with an option to extend for one (1) additional 12-month period, subject to the availability of funds and satisfactory performance.
8. The contract has a specified pick-up location and delivery location agreed upon by the Judiciary District Court of the First Circuit Honolulu Traffic Violations Bureau, Wahiawa District Court, Ewa District Court and the courier service company.

9. All I.D. tags or badges shall display the following:

- Picture of authorized courier
- Name of courier company
- Name of authorized Personnel
- Signature of courier
- Badge or I.D. number assigned to courier

Work schedule:

Courier Services will be once a day, Monday to Friday for each location with the exception on State holidays and Federal holidays. The tentative schedule of pick-up and delivery to each location for the courier each business day will be:

- Honolulu District Court (Kauikeaouli Hale) TVB Mail Room, 2nd Floor, Monday to Friday 9:00 am -12:00 Noon, same day delivery to Wahiawā District Court and ‘Ewa District Court
- Wahiawā District Court Monday to Friday 9:00am – 12:00 Noon, same day delivery to Honolulu District Court
- Ewa District Court: Monday to Friday 9:00 am -12:00 Noon, same day delivery to Honolulu District Court
- Honolulu District Court (Kauikeaouli Hale) TVB Mail Room, 2nd Floor same day delivery

Contact Persons per Location:

District Court of the First Circuit
(Kauikeaouli Hale)
Traffic Violations Bureau 2nd Floor
1111 Alakea St.
Honolulu, HI 96813
Contact Person(s): Korin Okada or MaryAnn Wada
Phone #: 808-538-5590
korin.k.okada@courts.hawaii.gov
maryann.l.wada@courts.hawaii.gov

Wahiawa District Court
Kilani Avenue
Wahiawa, HI 96786
Contact Person (s): Estrella Gazmen or
Cibele Randall
Phone #: 808 534-6228
Estrella.e.gazmen@courts.hawaii.gov
Cibele.d.randall@courts.hawaii.gov

Ewa District Court
870 4th Street
Pearl City, HI 96782
Contact Person (s): Joel Guerrero or Kirk Klein
Phone #: 808 534-6917
Joel.Q.Guerrero@courts.hawaii.gov
Kirk.A.Klein@courts.hawaii.gov

Judiciary's Responsibility:

1. Boxes, Bags and/or Envelopes, packages for transmittal shall be furnished by the Judiciary
2. The Judiciary shall ensure that all shipments are contained in identifiable boxes, bags, envelopes or packages and if necessary, securely locked or sealed.

Contractor's Responsibility:

1. The contractor's responsibility shall begin when shipments are picked up by the Contractor and shall terminate upon delivery to the specified location. Contractor shall furnish expeditious and efficient service at all times during the performance of the services specified herein.
2. Contractor shall guarantee the safe delivery to each location, a shipment that is unopened and untampered with
3. Contractor shall receive only securely locked (if applicable) or sealed and identifiable shipment from designated authorized staff.
4. Contractor shall notify the authorized Judiciary personnel or designees of the delay of pick up and inform them of the expected arrival time.

Contractor's Qualifications:

Contractor must meet these Contractor qualifications requirements to be considered for award.

1. Contractor shall have a permanent office location on the island of Oahu from which he/she conducts business and from which he/she shall be accessible for telephone calls for complaints or requests that require immediate attention. Telephone answering service is not acceptable.
2. Contractor need not be licensed by the Public Utilities Commission (PUC) at the time of the bidding but must be registered and licensed by the Department of Commerce and Consumer Affairs as a courier agency. Contractor shall provide proof of license. If Contractor will be subcontracting any of the work specified herein, the subcontractor shall have the qualifications listed above for the portion of work to be subcontracted. Contractor shall list Offer Form, all subcontractors to be used to perform the services herein. The Judiciary reserves the right to request additional information about any subcontractor listed. Such information shall be provided within five (5) days of the request.
3. The contractor shall at his own expense procure and maintain in full force and effect during the life of the contract, motor vehicle and general liability insurance including personal injury and property damage for all labor employed in performing services under this contract.

The following insurance coverage (s) and limit (s) shall be provided by the contractor, including its subcontractor (s) where appropriate.

<u>Coverage</u>	<u>Limits</u>
General Liability Insurance	\$1,000,000 minimum per occurrence for bodily injury and property damage \$2,000,000 aggregate for damages for bodily injury and property damage
Basic Motor Vehicle Insurance	BI: \$1,000,000/occurrence PD : \$1,000,000/occurrence

Each insurance policy required by this contract, including a subcontractor's policy, shall contain the following clauses:

1. "The Judiciary is added as an additional insured and shall be written by insurance companies licensed to do business in Hawaii."
2. "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 contractor will immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its Certificate of Insurance form shall be cancelled, limited in scope, or not renewed upon expiration. The minimum insurance required shall be in full compliance with the Hawaii Insurance Code throughout the entire contract, including supplemental agreements.

Upon Contractor's execution of the contract, the Contractor agrees to deposit with the Judiciary, certificate(s) of insurance necessary to satisfy the Judiciary that the insurance provisions of this contract have been complied with and keep such insurance in effect and the certificate(s) therefore on deposit with Judiciary during the entire term of contract, including those of its subcontractor(s), where appropriate. Upon request by the Judiciary, contractor shall be responsible for furnishing a copy of the policy or policies.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the Judiciary to exercise any or all the remedies provided in this contract for a default of the Contractor.

Upon the execution of the contract, the successful Offeror shall provide proof of coverage of insurance requirements set forth under this section.