

INVITATION FOR BIDS (IFB) NO. 27-6057

TO

PROVIDE

SECURITY GUARD SERVICES

FOR

HONOLULU COMMUNITY COLLEGE

UNIVERSITY OF HAWAII

HONOLULU, HAWAII

SEPTEMBER, 2026

BOARD OF REGENTS

UNIVERSITY OF HAWAII

HONOLULU, HAWAII

TABLE OF CONTENTS

IFB No. 27-6057, to Provide Security Guard Services for Honolulu Community College,
University of Hawaii, Honolulu, Hawaii

Section	Pages
Notice to Bidders.....	2
Bid Requirements.....	3 - 4
Technical Specifications.....	5 - 18
Special Provisions.....	19 - 24
ATTACHMENT - Mandatory Bid Form.....	1 - 7

**IT IS THE RESPONSIBILITY OF ALL BIDDERS TO CHECK THE TABLE OF CONTENTS
TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE REVIEWED AND THAT THE
MANDATORY BID FORM IS SUBMITTED AS PART OF THEIR BID PACKAGE.**

NOTICE TO BIDDERS

The University of Hawaii IFB No. 27-6057, to Provide Security Guard Services for Honolulu Community College, Honolulu, Hawaii is issued and will be awarded through the State of Hawaii's electronic procurement system (HlePRO). **All bid responses must be submitted electronically through HlePRO no later than 2:30 p.m., October 6, 2026.** Bids received after the due date and time or received in a form other than electronically through HlePRO will not be considered.

Bidders are advised that they should not wait until the last minute to submit their bid through HlePRO. Bidders are solely responsible for ensuring that their electronic submission through HlePRO is complete and all necessary files (Mandatory Bid Form) are attached to their bid prior to the IFB due date and time. The University shall not be responsible for any delay or failure of any Bidder to submit any materials updated through the IFB process on a timely basis.

Electronic Procurement

Bidders interested in responding to this electronic solicitation must be registered on HlePRO. To register, visit the following link: https://hiepro.ehawaii.gov/videos/video/vendor_registration.html. Reference the Vendor Quick Reference Guide for additional information at <https://hiepro.ehawaii.gov/static-resources/VendorQuickReferenceGuide.pdf>.

HlePRO will be the system of record for the issuance of the IFB, to receive the Mandatory Bid Form and other Bid requirements, issue Amendments, and make award for the IFB. Amendments and other information and materials provided through HlePRO, may include additions or changes with respect to the due date and time.

Special instructions in HlePRO related to this solicitation are incorporated herein and made a part of this IFB through reference. Bidders shall review all special instructions located in HlePRO.

Questions and Clarifications

All questions and requests for clarifications must be submitted electronically through HlePRO. Questions must be submitted by **September 23, 2026**. Responses will be posted on **September 29, 2026**. The University may refuse to answer any questions received outside of HlePRO or after the Questions/Answers deadline.

Luis Salaveria
Chief Procurement Officer
University of Hawaii

Posting Date: **September 16, 2026**

Vendors are responsible for notifying the Procurement Specialist Kurt Minato (e-mail: minato@hawaii.edu) for accessibility concerns related to this IFB

BID REQUIREMENTS
SECURITY GUARD SERVICES
FOR
HONOLULU COMMUNITY COLLEGE

By attaching The Mandatory Bid Form to HlePRO, the bidder has carefully examined the INVITATION FOR BIDS (IFB) NO. 27-6057, TO PROVIDE SECURITY GUARD SERVICES FOR HONOLULU COMMUNITY COLLEGE, HONOLULU, HAWAII, and offers to provide the security guard services, as required by the University for an initial period of ONE (1) year commencing on the Notice to Proceed date and may be renewable thereafter for ONE (1) additional year, for a total of TWO (2) years, in strict accordance with the true intent and meaning of the Invitation for Bids (IFB), as follows:

TAX LIABILITY

Both out-of-state and Hawaii bidders are advised that the amount bid on this solicitation is subject to the general excise tax imposed by Chapter 237, Hawaii Revised Statutes (HRS) and, if tangible property is being imported into the State of Hawaii for resale, the use tax (currently 1/2%) imposed by Chapter 238, HRS. (Refer to Taxes in the General Provisions.) Bidders are therefore cautioned to consider such taxes in formulating their bids since no adjustments to the prices bid shall be allowed.

BASIS FOR AWARD

The award of contract, if awarded, shall be made to the lowest responsive and responsible bidder on the **TOTAL AMOUNT**.

NOTE TO BIDDERS

An acceptable bid must conform in all material respects to this Invitation for Bids. Any of the following may be grounds for disqualification:

1. Taking exception to any of the specifications, terms or conditions contained in the IFB.
2. Placing conditions on the furnishing of solicited goods or services.
3. Inclusion of a quotation or order form containing additional specifications, terms or conditions.
4. Referencing external documents containing additional specifications, terms or conditions.

Bidders are advised that bids are evaluated as submitted and requests by bidders to delete

conditions contained in their bids after bid opening cannot be considered.

WAGE CERTIFICATE OF COMPLIANCE

The Wage Certificate included in the Mandatory Bid Form is a requirement of Section 103-55, Hawaii Revised Statutes, as specified in Special Provision 5, ELIGIBILITY TO BID. The Wage Certificate must be completed and included in the bid submittal.

TECHNICAL SPECIFICATIONS

This section indicates the Technical Specifications for the security guard services required. The Technical Specifications listed herein are the minimum requirements and are mandatory for an accepted bid.

1. SCOPE OF SERVICE

Contractor shall provide uniformed, non-sworn/unarmed security guard services to safeguard and protect campus facilities, property, personnel, and students at Honolulu Community College (HCC) in addition to providing information and direction or conducting other security-related tasks as required. As needed, and as requested by the campus contract administrator, security guard services may be separately requisitioned for special events and functions. Each campus contract administrator is identified in the respective 'SERVICES REQUIRED' sections.

The scope of services is being requested only to augment current campus security operations; and, is not intended to replace any existing or established University Campus Security Officer positions.

The estimated hours as specified in the BID pages are an estimate and used for bidding purposes only. College location requirements and needs may change from month to month and each semester. The Contractor may be required to furnish guard services for more or less than the number of person hours as represented on the bid page(s).

The scope of services is being requested only to augment current campus security operations; and, is not intended to replace any existing or established HCC Campus Security Officer positions. The University will decrease contracted work hours and/or eliminate contracted security personnel if the HCC hires in-house security officers during the term of this contract.

The Contractor shall take into consideration that, at the time of bidding, security guard service contracts are currently in place. It shall be understood by bidders to this Invitation for Bid that the new contract to provide security guard services shall take effect on the Notice to Proceed Date (estimated on November 1, 2026) through June 30, 2027.

2. CONTRACTOR REQUIREMENTS

A. **License and Registrations.** The Contractor must be properly licensed in accordance with the Hawaii Revised Statutes, Volume 10-Chapter 436-7: Guard and guard agencies; license required. Accordingly, all security guards who are assigned to the respective location must be currently registered with the State Department of Commerce and Consumer Affairs.

- B. **Experience.** The Contractor must have a minimum of FIVE (5) years' experience in providing satisfactory security guard services with similar duties and responsibilities to institutions of higher education with campus populations of over three thousand (3,000). Aggregate totals from multiple campuses under a single institutional system may be taken into consideration.
- C. **Training and Education Program Capabilities.** The Contractor shall have, in place at the time of bid submittal, a comprehensive training and education program for its security guard personnel. The program must meet the training and education criteria set forth in Hawai'i Revised Statutes, Chapter 436-10.5: Guards; registration, instruction, training, testing, and continuing education required; renewal of registration. The program must have a means to track such training and education requirements, initial completion, any re-certification deadlines, and any other pertinent data that relates to maintaining security guard personnel credentials.

Contractor may be asked to provide details and supporting documentation to substantiate existence of such a training and education program.

Additionally, the Contractor may be asked to provide documentation detailing its current personnel resources (and their skills) to conduct special instructional sessions for all security guard personnel who are assigned to the University campus (University to provide content to the Contractor). The following sessions shall be delivered at no cost to the University:

- 1) Minimum of TWO (2) hours overview of the Federal Clery Act with focus on compliance guidelines regarding the requirement for campuses to designate Campus Security Authorities, details of their roles and responsibilities in crime reporting, and the requirement for timely warning to the campus community; AND,
 - 2) Minimum of ONE (1) hour overview of the expectations of the University on topics such as the University safety and security mission, goals, objectives, organizational structure, providing service with *aloha* (a courteous and caring demeanor), campus jurisdiction, and geographical boundaries. HCC to provide content to the Contractor.
- D. **Enhanced, Real-time Operational Tracking Capabilities.** The Contractor shall have in place, at the time of bid submittal, technologically enhanced means to track its security guard personnel and their operational activities other than traditional radio/phone-in checks and hardcopy activity logs. The capabilities are to be web-based, accessible by the University, and at no additional cost to the University should there be any special equipment, software, or networking requirements other than currently in place at the campuses. The following are the types of information (at minimum) that the University will require by accessing the Contractor's web-based system:

- 1) Contract security personnel scheduling information by assigned campus.
- 2) GPS (Global Positioning System) tracking data to determine location(s) of security guard personnel.
- 3) Tracking data to ensure that pre-determined checks have been completed according to schedule.

3. SERVICES REQUIRED

The Contractor shall provide ONE (1) uniformed personnel to conduct security guard activities that support the protection and preservation of the educational environment through assigned duties and tasks defined by each Campus Security Department.

Note that onsite supervisory personnel are NOT required. However, the Contractor's will be required to have proper relief should a guard be unable for whatever reason to be on shift during scheduled hours.

Assigned activities for security guard personnel generally include, but are not limited to, conducting patrols, enforcing policies and procedures, taking appropriate campus actions in support of first responders, preparing documentation, and conducting campus operational tasks and other duties related to the Campus Security Department.

- A. **Prevention and Protection.** Conduct foot and/or motorized patrols and inspect buildings, walkways, parking lots, and other areas; check for any unusual, suspicious circumstances or deviant behavior; check for discrepancies such as visible smoke or flames, unsafe conditions, inadequate lighting, unsecured or open doors/windows and respond and make necessary notifications; identify and report potential safety and security issues/hazards; take appropriate actions and make notifications to minimize further risk to the campus community.
- B. **Response.** Upon request, notification, or detection of certain incidents and activities, take appropriate actions which may include, but are not limited to, those listed in the following areas below:
 - 1) Violations of policies or procedures. Actions may include issuing a verbal or written warning or notice, writing citations, and notifying supervisors and campus representatives.
 - 2) Trespassers. Actions may include preventing the trespasser from gaining entry or access to areas, identifying and issuing a trespass warning according to campus procedures, calling State or local law enforcement and detaining the subject until the arrival of law enforcement personnel.
 - 3) Criminal offenses. Actions may include immediately calling State or local law

enforcement, relating incident information to law enforcement personnel upon their arrival, providing assistance and support, and notifying supervisors/campus officials.

- 4) Code Blue Emergency Station Calls. Actions may include answering calls (which are initiated from Code Blue Emergency stations and forwarded to the duty phone), assessing the emergency, summoning the appropriate emergency response agencies if needed, approaching the caller or victim (if it is safe to do so) in order to provide such aid as deemed necessary (and for which the assigned security guard personnel is trained to deliver), and/or providing other assistance as deemed exigent or logical under the circumstances (e.g., relaying suspect information from the victim to the first response dispatcher).
- 5) Other Emergencies. During emergencies, such as fires or accidents or other serious incidents that adversely affect the campus community, actions may include summoning the appropriate emergency first response agencies, providing such aid as deemed necessary (and for which the assigned security guard personnel is trained to deliver), and/or providing other assistance as deemed exigent or logical under the circumstances (e.g., protecting evidence at the scene of a crime, guarding an area following a disaster or critical incident, etc.).
- 5) Service and Outreach. Provide assistance, information, direction, escorts, a "show of support" when a security presence is necessary, educate members of the campus community on safety and security best practices, and develop and maintain a security/campus community relationship through interpersonal contact.
- 6) Campus Motorized or Foot Escorts. Actions may include transporting campus personnel or visitors from one part of the campus to another in a campus provided motorized cart or walking with the person to their destination. Escort Program parameters are determined by each campus.
- 7) Service and Outreach. Provide assistance, information, direction, a "show of support" when a security presence is necessary, help educate members of the campus community on safety and security policies, and develop and maintain a security/campus community relationship through interpersonal contact.
- 8) On-/Off-Hour Campus Operations. Conduct campus opening and closing tasks such as unlocking/locking gates, doors, windows, turning on/off lights and air handling units/fans, or securing equipment; conduct parking attendant duties; and conduct other tasks as may be assigned by the campus official or designee.
- 9) Log and Report. Enter all security guard personnel activities in a daily log and submit formal incident reports as deemed necessary.

4. SCHEDULE OF SERVICES

The estimated man-hours on an annual basis is 1936 hours. Contingent upon the availability of funds, the University may increase or decrease the man-hours of security coverage required.

Contractor's employees will be scheduled to 7 days a week including Saturdays, Sundays, and all state and federal holidays.

The Contractor must fulfill campus requests to increase security guard services for additional hours or shifts during the month with as little as TWENTY FOUR (24) hour's notice from the time of request.

5. LOCATION AND SCHEDULE

For bidding purposes, the location and approximate schedule for services (days of the week, hours of the day) are as follows and are subject to change:

- 1) Honolulu Community College (See attached map)
 - a. Main Campus:
 - 874 Dillingham Boulevard, Honolulu, Hawai'i 96817.
 - b. Campus Contractor Administrator:
 - Derek Inafuku, Vice Chancellor for Administrative Services
 - Phone: 845-9123
 - Email: dinafuku@hawaii.edu
 - c. Contact for general field operations:
 - Theresa DeAmicis, Safety and Security Manager
 - Phone: 808-445-1482
 - Email: deamicis@hawaii.edu
 - d. Schedule and Hours: 8 hours per shift, including weekends and holidays on the following shifts:
 - 10:00 p.m. to 6:00 a.m.
 - e. Personnel Requirements and Operations.
 - ONE (1) contract security guard per EIGHT (8) hour shift.

6. CONTRACTOR RESPONSIBILITIES

A. **Quality Control.** The Contractor shall perform all services in accordance with the terms of the contract and in accordance with the best practices of the industry. The Contractor shall ensure, by proper direction and management, supervision and inspection, that an adequate and qualified workforce and requisite resources are maintained to perform the services covered by the contract. The Contractor shall ensure the development of a sufficient pool of employees that meet the training and credential requirements of the University in order to provide adequate coverage should there be unexpected absences, sick leave, or other leave requirements.

B. General Account Oversight. The Contractor shall provide a designated Contract Account Manager to provide contract account oversight to ensure that all contract terms and conditions are met; and, that all necessary personnel labor, equipment, materials and supplies are available to meet those terms and conditions. The Contract Account Manager shall serve as the primary liaison to the campuses or designees with regard to all contract fiscal, logistical, and personnel matters; and shall ensure the following:

- 1) Alternate Points of Contact. The Contractor shall provide the University with the names and contact information of the Contractor's designated first and second alternate in the event the primary Contract Account Manager and/or supervisor(s) cannot be reached.
- 2) Communication and Notification. The Contractor shall maintain regular communication with the campus on issues that affect or have the potential to affect security guard services especially on issues related to security guard personnel who have been on undeterminable extended leave, arrested, indicted, convicted, or received a finding of probation or probation before judgment.

The Contractor shall not assign any individual who is disqualified from any other site to the college.

The Contractor must provide as much advance notice as possible of any scheduled or unscheduled leave for posted security guard personnel.

The Contractor shall provide security guard services during inclement weather conditions or on holidays unless otherwise communicated and agreed upon by both the Contractor and the campus officials or designees.

- 3) Remediation of Personnel Issues. The Contractor shall have, in place, a process to immediately remove any person (while performing service for this contract) who, in the final opinion of University campus officials or designees, acts in the following manner:
 - a) Does not perform the services in a proper and skillful manner.
 - b) Discloses confidential information or other information not for public disclosure;
 - c) Is ambivalent, disrespectful, dishonest, intemperate, disorderly, negligent or defiant in compliance to direction or orders;
 - d) Causes significant affront or otherwise depicts an objectionable demeanor that is cause for significant affront;

- e) Exhibits other behavior or takes other action in conflict with the Campus Security Department Codes of Ethics and Conduct.

Such person may be the Contractor's principal agent, supervisor, clerk, security guard, or other persons employed or representing the Contractor. Such person shall be removed forthwith from direct delivery of contract services and shall be replaced by another qualified employee within TWO (2) hours. Such removed person shall not be returned or assigned to service any part of this contract without the prior consent from the University and the affected campuses.

- 4) Meal and Interval Breaks. The Contractor shall provide relief for reasonable meal and interval breaks for posted security guard personnel, as needed, to ensure optimum performance in the delivery of security guard services. Relief personnel must be qualified under the terms of this contract. At no time shall the campus be unmanned.
- 5) Rest Periods. The Contractor shall ensure a minimum TEN (10)-hour rest period for individual guard personnel before reporting back to campus duty in order to ensure alertness and accuracy in the delivery of security guard services. The Contractor shall ensure that no security guard personnel may work more than TWELVE (12) hours during each TWENTY-FOUR (24)-hour period or SIXTY (60) hours during each scheduled work week.

D. **Initial Training, Orientation, and Credentialing.** The Contractor shall conduct all requisite training, instructional sessions, briefings and orientations for all security guard personnel who are to be assigned at the campus. These activities shall be conducted at no cost to the campus and prior to the first day of assignment at any campus. The Contractor will be required to immediately replace any security guard personnel who arrive for their first day of duty without advance documentation to support the training, orientation, and credentialing requirements.

E. **Compliance with Homeland Security; National Incident Management System/Incident Command System.** National Incident Management System/Incident Command System. The University is required to comply with National Homeland Security guidelines. Therefore, as an extension of the University through the delivery of contracted services, the Contractor shall provide documentation that assigned security guard personnel, their respective field supervisors, and the Contract Account Manager have satisfactorily completed the appropriate on-line Independent Study courses listed below. Documentation of completion must be provided prior to the first day of assignment at the campus. Independent Study (IS) courses are hosted on-line by the Federal Emergency Management Agency at no cost (<http://training.fema.gov/is/crslist.asp?page=all>). The required courses are:

1) IS-100.HE: Introduction to the Incident Command System for Higher Education.

2) IS-700.a: National Incident Management System, An Introduction.

F. **Post Orders.** The Contractor shall work with campuses to develop campus-specific written post orders. These post orders shall be unique to the Contractor's agency and must detail the expectations and duties of the security guard personnel assigned to each particular campus. The Contractor is responsible to ensure that all assigned personnel reads, comprehends, and complies with the post orders. Where available, security guard personnel are to utilize an "electronic tour system" which tracks patrol and inspection activities.

G. **Reports, Files and Records.** The Contractor shall prepare, compile, and maintain appropriate files and records which accurately depict the items listed below; and shall submit reports or copies of files and records as may be requested by the University.

1) Documentation on post orders, change orders, and implementation thereof;

2) Documentation on personnel qualifications, credentials, training, and health and safety clearances and certifications;

3) Correspondence and similar records kept in the normal course of business for this contract.

7. CONTRACTOR FURNISHED ITEMS

A. All security guard personnel assigned to campuses shall receive adequate and well maintained items that enable optimum performance in the delivery of contract services.

1) Uniforms. The Contractor shall furnish approved uniforms with insignia, badges, duty belt with accessories, and photo identification for all employees who are assigned to campuses.

2) Other Gear. The Contractor shall furnish foul-weather gear and other protective or safety items to support the best level of personnel performance under inclement conditions.

3) Equipment and Supplies. The Contractor shall furnish and maintain, in acceptable condition, all equipment, materials and supplies to include, but not limited to, the following:

a) Flashlights, batteries, irradiant safety clothing or equipment, other necessary lighting equipment, and rain protection clothing as required by each security guard shift;

- b) Protective items such as disposable masks, gloves, ear plugs;
- c) Any other device or item required by the Contractor to be utilized by security guard personnel in the execution of their duties with the exception of prohibited items which are described in the next section.

B. Prohibited Items. The following items are prohibited on campus (includes campus parking lots/zones):

- 1) Firearms. Under no circumstances shall any of the Contractor's personnel possess a firearm on campus. Even if the individual has a valid permit to carry a firearm, such firearm shall be secured at an off-campus property. Firearms are not to be brought or stored on campus or in a vehicle on campus under any circumstances.
- 2) Other Dangerous Weapons. Under no circumstances shall any of the Contractor's personnel possess, or store on campus property, other dangerous weapons as defined by the Hawaii Revised Statutes Chapter 134, Part III: Dangerous Weapons.
- 3) Other Prohibited Items. Under no circumstances shall any of the Contractor's personnel possess, or store on campus property, any type of irritant spray (mace, pepper, or similar compound), regardless of obtaining a license to possess or possessing unregulated quantities.

8. QUALIFICATIONS OF SECURITY GUARD PERSONNEL

The following are considered bona fide occupational qualifications for individuals to be assigned to campus duties under this contract.

- A. **General.** Security guard personnel assigned to the campus must be no less than EIGHTEEN (18) years old, be currently registered as a guard in the State of Hawaii, and satisfactorily passed the additional State Department of Commerce and Consumer Affairs screening requirements. In addition to possessing the ability to conduct foot patrols, the security guard personnel must possess a valid driver's license and be able to drive a golf cart (gas or electric) or similar motorized vehicle in addition to a passenger motor vehicle. Contractor to ensure that driving records are void of excessive or repetitive violations that could have a negative impact on the delivery of services while operating a motorized vehicle.
- B. **Compliance with State Law and Background Checks.** Compliance with State law and Background Checks. Security guard personnel for campuses must meet State law requirements which also include registration, criminal background clearance, psychological evaluation and fitness, and completion of the minimum initial and periodic training/education. Candidates must satisfactorily complete any of the

Contractor's investigation, screening, and reviews of character, suitability for employment, past/current employment references, and qualifications before being allowed entry on campus for duty.

- C. **Skills, Knowledge, and Abilities.** Security guard personnel for campuses must be fully capable to read, comprehend, write, and speak the English language to the level of proficiency that enables them to converse freely and clearly both in-person and over communication systems; be able to provide clear, unambiguous information or direction to others; effectively and efficiently compose duty logs; write reports and informational briefs; be able to utilize computer software tools that assist in writing composition as well as researching information; be fully capable to interpret post orders or directives and properly carry out the same.

Security guard personnel must possess good interpersonal skills, a mature and professional disposition, and an image that reflects a confident, approachable, well-groomed, neatly uniformed safety and security ambassador of the campus.

Security guard personnel must possess good eyesight and hearing capability appropriate for patrolling; be mentally alert and capable of exercising good judgment; possess adequate emotional control in order to remain calm and effective in emergency situations while focusing on proper response procedures and implementation of the necessary related tasks.

Security guard personnel must be fully capable of performing duties that require moderate physical exertion under normal conditions or arduous physical exertion under emergency conditions. An example of moderate exertion: Climbing stairs, standing or walking for extended periods to conduct patrols or response activities. An example of arduous exertion: Administering CPR, moving swiftly up/down a stairwell to retrieve the closest fire extinguisher.

- D. **Conduct and Ethics.** Because contract security personnel are viewed as an extension of University Campus Security Departments, they must be capable of upholding similar standards of conduct and ethics which all Campus Security Department personnel are expected to uphold.
- E. **Certificates and Credentials.** In addition to the compliance and credentialing items required by the State Commerce and Consumer Affairs, security guard personnel for the campus must have satisfactorily completed the following courses/sessions prior to entering the campus for duty:
- 1) First Aid/CPR (Cardio Pulmonary Resuscitation); and, where applicable, training on the use of an AED (Automated External Defibrillator).

- 2) Safety measures for blood borne pathogens.
- 3) Federal Emergency Management Agency Independent Study Courses on National Incident Management System and Incident Command System courses as listed below:
 - a) IS-100.HE: Introduction to the Incident Command System for Higher Education.
 - b) IS-700.a: National Incident Management System, An Introduction.
- 4) Briefing session on the Federal Clery Act; understanding the requirement to comply with Federal law, the security guard personnel's designation as a Campus Security Authority (CSA), the CSA's responsibility to report crimes, and the requirement for timely warning to the campus community;
- 5) Briefing session related to the expectations of the University; understanding the University safety and security mission, goals/objectives, organizational structure, jurisdiction, and geographical boundaries, and requirement to provide service with aloha.

Security guard personnel must be bonded at the time of employment under this contract.

9. RESPONSIBILITIES OF SECURITY GUARD PERSONNEL

The responsibilities of security guard personnel are as follows:

- A. Be reliable for shifts, arrive to work on time as scheduled and in a clean, pressed uniform, be prepared to work, pay attention during shift briefings, and remain at assigned areas at all times until relieved or reassigned.
- B. Maintain a professional image in addition to a courteous, helpful demeanor at all times; communicate effectively and provide clear information and direction.
- C. Be knowledgeable of and be able to tactfully and courteously convey, when necessary, the policies and procedures of the University and the campus.
- D. Receive requests and calls for assistance and respond as promptly and efficiently as possible with priority for situations involving life safety and preservation of property.
- E. Protect students, faculty, staff, visitors, and University property by conducting vigilant patrol tours as assigned and preventing unauthorized persons from entering restricted areas.

- F. Remain alert and observant of unauthorized activities, unsafe or hazardous conditions, and implement traffic/parking regulation.
- G. Promptly report to or notify the designated campus representatives or law enforcement agencies of any acts, emergencies, incidents, or conditions that require immediate attention.
- H. Maintain a daily log of activities and prepare concise, accurate, and clear incident reports.
- I. Remain flexible to handle other related duties as may be prescribed by campus representatives.

10. PERFORMANCE MEASURES

- A. Upon contract acceptance, the Contractor shall consult with each Campus Contract Administrator or designee to develop a minimum of THREE (3) performance measures by which security guard personnel performance are to be rated.
- B. Measures/standards must be specific, observable, meaningful, and quantitative. Such standards shall serve as the basis for performance evaluation and the measure by which to determine whether the Contractor's delivery of service meets or exceeds desirable expectation levels of the campuses.
- C. The Contractor shall consult with the University to develop and maintain an administrative policy, unique to the Contractor agency, regarding field supervision, inspection, verification of actual hours worked, and activity tracking of security guard personnel who are assigned to campuses. Contents of the administrative policy shall include clear roles and responsibilities, the need for regular site visits (both scheduled and unscheduled), use of a checklist, use of software tools to log shift activity and case reports, and a means to convey administrative information in the form of a report to be referenced during monthly performance meetings.

11. MAP

Map of the Honolulu Community College Main Campus is provided for bidder reference only. Map is not drawn to scale and may not reflect changes which have taken place after the published date.

All questions pertaining to the Technical Specifications must be submitted electronically through HlePRO. Questions must be submitted by **September 23, 2026**. Responses will be posted on **September 29, 2026**.

The University may refuse to answer any questions received outside of HlePRO or after the Questions/Answers deadline.

Bidders are cautioned to review the Technical Specifications carefully and thoroughly. Objections to or requests for clarification of the specifications shall be made through HlePRO as a Question or in writing in accordance with the General Provisions to the Office of Procurement Management prior to the submittal of a bid. The submittal of a bid shall be considered as acceptance of the specifications as published.

874 Dillingham Boulevard Honolulu, HI 96817 | (808) 845-9129 | www.honolulu.hawaii.edu



Student Media Board **BLDG 2 [G5]**
Switchgear **BLDG 73**
Testing Center **BLDG 7 [F5]**
Trade/Apprenticeship Complex **BLDG 14 [N6]**
TRIO-SSS: Student Support Services **BLDG 7 [F5]**
Tutoring Center **BLDG 7 [F5]**
Veterans Resource Center **BLDG 5 [H7]**
Welding Technology (WELD) **BLDG 14 [N6]**
Wellness Center **BLDG 5 [H8]**
Writing Center **BLDG 7 [F5]**

SPECIAL PROVISIONS

1. SCOPE

The providing of security guard services for Honolulu Community College shall be in accordance with the terms and conditions of IFB No. 27-6057 and the General Provisions dated September 2013 included by reference. Copies of the General Provisions are available at the Office of Procurement Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822 or the General Provisions may be viewed at: <https://www.hawaii.edu/procurement/vendor-info/terms-and-conditions/general-provisions-for-goods-and-services/>

2. AUTHORITY

IFB No. 27-6057 is issued under the provisions of Hawaii Revised Statutes, Chapters 103 and 103D. All prospective bidders are charged with presumptive knowledge of all requirements of the cited legal authorities. Submission of a valid executed bid by any prospective bidder shall constitute an affirmation of such knowledge on the part of such prospective bidder.

3. TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The Technical Representative of the Procurement Officer is Theresa DeAmicis, Safe and Security Manager, telephone (808) 445-1482 or email deamicis@hawaii.edu.

4. BIDDER'S QUALIFICATIONS

To qualify to bid on the specified services, the bidder must be engaged in a business whose primary and customary interest is to provide the security guard services. The bidder must also have the requisite experience, appropriate forms of insurance, and proper licenses. The University reserves the right to disqualify any potential bidder if, in its discretion, the University determines that the bidder does not have the requisite experience or expertise to provide the services.

5. ELIGIBILITY TO BID

Each prospective bidder, as a prerequisite to bid on any contract to supply services in excess of \$25,000 shall, at the time of bid submission, assure the University by certification in writing, of compliance with the requirements of Section 103-55, Hawaii Revised Statutes, that:

- a. The services to be rendered shall be performed by employees paid at not less than the wages or salaries paid to public officers and employees for similar work. If, after the initial period, during the life of the contract, the State of Hawaii Salary Schedule is revised, the Contractor shall pay its employees at not less than the revised wages and salaries paid public officers and employees for similar work.

- b. All applicable Federal and State laws relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

6. NOTIFICATION TO CONTRACTOR'S EMPLOYEES OF CURRENT WAGE RATES

Contractor shall be obliged to notify its employees performing work under this contract of the provisions of 103-55, HRS, and the current wage rate for public employees performing similar work. The Contractor may meet this obligation by posting a notice to this effect in the Contractor's place of business accessible to all employees, or the Contractor may include such notice with each paycheck or pay envelope furnished to the employee.

7. STATUTORY REQUIREMENTS OF SECTION 103-55, HRS

To assist the bidder in determining whether the work the employees are to perform under this contract is similar to that performed by public employees, the following are the position, classification, and hourly rate for the positions that perform security guard services:

Effective July 1, 2026	Effective July 1, 2027
University Security Officer I (entry Level)	University Security Officer I (entry Level)
SR-14	SR-14
Hourly Rate: \$23.39	Hourly Rate: \$24.32

8. CONDITIONS AT SITE

Each bidder shall visit the site and examine the conditions of same and be aware or satisfied as to the character and amount of work to be performed as called for by the specifications. No additional allowance will be granted because of lack of knowledge of such conditions. Bidders shall arrange for an appointment by calling the Technical Representative on any normal working day, Monday through Friday, after 9:00 am, but not later than 4:00 pm (excludes recognized holidays and administrative leave days).

9. TERM OF CONTRACT

The Contractor shall enter into a contract with the University commencing on the date specified by the Notice to Proceed (estimated on November 1, 2026) through June 30, 2027. The hourly rate may be adjusted in accordance with Special Provision 12, ESCALATION CLAUSE, upon written request of the Contractor. Thereafter, the contract shall be renewable for ONE (1) additional year, for a total of TWO (2) years, without the necessity of rebidding, upon mutual agreement in writing, NINETY (90) days prior to the annual renewal date.

10. TERMINATION DUE TO UNIVERISTY HIRED SECURITY GUARD POSITIONS

The Contractor shall be aware that it is the intent of the University to hire in-house security guards to perform campus security services which is performed through contracted security services during the term of the contract.

The University shall provide the Contractor with THIRTY (30) days prior written notice if in-house staff is sufficient to provide security services.

The Contractor shall not have any right to claim breach of contract nor receive any compensation and/or reasonable costs resulting from the University's termination of the contract solely due to the University's filling of the security positions which are required to perform in-house security guard services.

The University shall agree to not solicit for contracted security guard services for the remaining term of the contract.

11. INDEPENDENT CONTRACTOR

It is understood and agreed that the Contractor shall provide said services as an independent contractor and shall not be under the direction or control of the University. The University shall not be responsible for any claims and demands of any kind or nature that may be brought against it on any matter or thing arising out of or in connection with the services provided by the Contractor.

12. ESCALATION CLAUSE

If the prevailing wage rates for State Civil Service workers performing similar work are increased beyond what is specified under Special Provision 7, Statutory Requirements of Section 103-55, HRS, the University shall allow the Contractor to adjust the contract price not more than the percentage increase granted to State Civil Service workers performing similar work. Price adjustment shall be made through modifications to the contract for the difference upon request of the Contractor who shall be responsible for providing documentation (to the satisfaction of the University), that the Contractor had paid employee wages not less than that that paid to public employees doing similar work during the period of the contract. This clause, however, shall be voided in the event Section 103-55, Hawai'i Revised Statutes is repealed or modified so that the section of the statutes is no long applicable to this contract.

13. LICENSING AND LEGISLATED REQUIREMENTS

Due to the nature of the work contemplated, the Contractor shall possess a valid State of Hawaii contractor's license to conduct business as a guard agency at the time of bid submittal and be in current compliance with licensing stipulations detailed in the Hawaii Revised Statutes (HRS) Chapter 463 in its entirety as related to guard agencies.

Contractor agrees to furnish proof of such licensing and evidence that the Contractor meets all stated requirements prior to the award of the contract and the University retains the right at any time to review the status of the license with the appropriate licensing board.

If, in the opinion of the University, the Contractor does not possess the appropriate licensing, fails to produce proof of appropriate licensing prior to contract award, or fails to produce sufficient evidence that the legislated requirements are met, the University may award the contract to the next qualified bidder.

14. INSURANCE

Contractor shall, and shall ensure that all Contractor Agents shall, during the entire term of this Agreement, at no cost to UH, procure and maintain, or cause to be procured and maintained, the following insurance described below, issued by an insurance company or companies authorized to do business in the State of Hawai'i with at least an A – VII Financial Rating according to the current edition of Best's Key Rating Guide:

a. Required Insurance Coverage.

- (1) Commercial General Liability Insurance. Commercial general liability insurance written on occurrence basis covering claims with respect to injuries or damages to persons or property sustained as a result of the activities of the Contractor and/or the Contractor Agents, within, on, or about the Premises and/or the UH Campus, with limits not less than the following:

Bodily Injury and Property Damage Combined Single Limit	
\$1,000,000.00 Each occurrence	
\$2,000,000.00 General Aggregate per policy year	
\$2,000,000.00 Products and Completed Operations Aggregate per policy year	
Medical Expenses -- Any one person	\$5,000.00
Personal/Advertising Injury (Included)	
Damage to Rented Premises (Included)	

Personal/Advertising Injury coverage shall include coverage for mental injury, sexual harassment, sexual molestation or misconduct, invasion of privacy, and wrongful detention.

Such limits may be achieved through the use of umbrella/excess liability insurance sufficient to meet the requirements of this paragraph (Insurance) covering the Contractor's conduct of the services on or within the Premises and/or the UH Campus and all of the activities and operations of the Contractor and the Contractor Agents in connection therewith.

- (2) Automobile Insurance. Automobile Liability Insurance to include coverage for any owned, non-owned, leased, or hired automobiles with limits of not less than the following:

Bodily Injury – Per Person	\$1,000,000.00
Bodily Injury – Per Accident	\$1,000,000.00
Property Damage – Each Accident	\$1,000,000.00
Basic No-Fault Insurance	As required by Hawai'i law

In the event there is a change in Hawai'i law regarding financial responsibility and insurance requirements of automobile owners or users which make this requirement obsolete, UH shall have the right to impose a new requirement consistent with the then Applicable Laws.

- (3) Workers' Compensation Insurance. Workers' Compensation insurance with respect to work by employees of the Contractor and the Contractor Agents on or about the Premises and/or the UH Campus, with coverage, amounts, and limits as required by law.
- (4) Employers Liability Insurance: Employers Liability Insurance with limits not less than:

Bodily Injury – Each Accident	\$1,000,000.00
Bodily Injury by Disease – Policy Limit	\$1,000,000.00
Bodily Injury by Disease – Each Employee	\$1,000,000.00

The Contractor shall ensure that the Contractor Agents (if any) obtain workers compensation and employer's liability insurance with the limits described herein to cover the work performed.

- b. Common provisions. Each insurance policy that Contractor and/or any of the Contractor Agents are obligated to obtain under this Agreement shall be subject to the following:

- (1) Notice of changes. Contractor will be required to notify UH of any cancellation, limitation in scope, material change, or non-renewal of any insurance coverage right away (but no later than five (5) business days of receiving notice from the insurer).
- (2) UH insurance not primary. Insurance obtained by Contractor and/or any Contractor Agents pursuant to this Agreement will be primary and any UH insurance will apply only in excess of and not contribute with such insurance obtained by Contractor and/or any Contractor Agents.
- (3) Name UH as an additional insured. UH shall be named as an additional insured on all insurance coverage that Contractor and/or any Contractor Agent is required

to obtain under this Agreement except for workers compensation and employers liability insurance.

- (4) Waiver of subrogation. All insurance obtained by Contractor will contain a waiver of subrogation endorsement in favor of UH.
- (5) UH not required to pay premiums. Contractor and Contractor Agents will be responsible for paying all costs associated with obtaining the required insurance coverage described in this Agreement, including all premiums. UH will not be responsible for paying any such costs.

Acceptable deductibles. The terms and amounts of any deductibles for the required insurance coverage under this Agreement must be reasonable and acceptable to UH based upon the type of insurance involved and the conduct of the Services.

15. REJECTION OF CONTRACTOR'S EMPLOYEES

The University reserves the right to reject any of the Contractor's employees that the University deems incompetent, uncooperative, negligent, insubordinate, or otherwise objectionable.

16. EXAMINATION OF RECORDS

The Contractor shall allow the University to examine and inspect its books and records of income and payroll expenses relating to this contract during normal office hours as the University may require, and to allow an annual audit of said income and payroll expense related to its University operation by a firm of independent auditors chosen by the University. The University shall pay the costs of such an audit.

The Contractor shall preserve all of its books and records of income and payroll relating to the contract for a period of THREE (3) years following termination thereof, during which time such records shall be made available for inspection to the University or its authorized representative upon request.

17. PAYMENT

The Contractor shall be remunerated monthly after acceptable performance for the actual number of hours services are requested and provided. The Contractor shall email a properly executed invoice for the work performed the previous month, and citing the contract number, by the tenth of each month to honccap@hawaii.edu or mail a hard copy to:

University of Hawai'i
Honolulu Community College
Attn: Business Office
874 Dillingham Blvd.
Honolulu, HI 96817