ADDENDUM NO. 1

TO CONSTRUCT

WOMEN'S COMMUNITY CORRECTIONAL CENTER
WORK ORDER 39 – WCCC NEW ACCESS ROAD
JOB NO: DCR 24-WCCC-0016
TAX MAP KEY: (1) 4-2-003:004
KAILUA, HAWAIʻI

FOR AND BY THE **DEPARTMENT OF CORRECTIONS AND REHABILITATION**
STATE OF HAWAIʻI

DATE OCTOBER 5, 2026

This addendum modifies the original Solicitation Documents for the Project dated September 2026 and any previously issued addenda. The items in this addendum shall govern the work, taking precedence over previously issued specifications and drawings governing the items mentioned. Acknowledge receipt of this Addendum in the space provided on the Solicitation, Offer and Contract Form.

A. CHANGES TO SPECIFICATIONS: The following pages of the Solicitation Documents are revised:

1. **NEW SECTIONS:** The following new specification sections are issued:
   a. SECTION 02920 – LAWNS AND GRASSES, 3 pages.

2. **REVISED SECTIONS:** The following previously issued specification sections are revised:
   a. Modified SECTION 00010 – TABLE OF CONTENTS, page 1, to include SECTION 02920 – LAWNS AND GRASSES.
   b. Modified SECTION 00210 – INSTRUCTION TO BIDDERS, page 2, paragraph 1.04 C to remove option to submit questions or clarification requests over email.
   c. Modified SECTION 00410 – SOLICITATION, OFFER, AND CONTRACT FORM, page 2, paragraph 10.A to require bid submittal through HIePRO only.
   d. Modified SECTION 01222 – SECURITY FOR WORK INSIDE SECURED AREA, page 1, paragraph 1.02.C to require forms to be submitted directly to Lydia Collins and Chasity Kalawe.

B. SUMMARY OF MANDATORY PRE-BID MEETING:

A mandatory pre-bid meeting was held at the WOMEN'S COMMUNITY CORRECTIONAL CENTER, 42-477 Kalananiana'ole Highway, Kailua, Hawai'i, 96734, on October 1, 2026, at 10:00 AM. A site visit and walk through of the project area was also conducted following the meeting. The meeting agenda of items discussed and the sign-in sheet of who attended the meeting are attached (6 pages).

END OF ADDENDUM NO. 1

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SECTION 00210 – INSTRUCTIONS TO BIDDERS

PART 1 – GENERAL

1.01 GENERAL

A. Only bidders with the required Contractor's license(s) are eligible to submit a Bid.

B. Bidders (Contractors) must be incorporated or organized under the laws of the State or be registered to do business in the State as a separate branch or division that is capable of fully performing under the contract. The following definitions are used in the solicitation documents.

1. Hawaii Business §3-122-112 HAR: A bidder who is registered and incorporated or organized under the laws of the State is a "Hawaii Business" and eligible for an award.

2. Compliant non-Hawaii Business §3-122-112 HAR: A bidder not incorporated or organized under the laws of the State, but is registered to do business in the State and complies with or is exempt from the requirements of §3-122-112 HAR, is a "Compliant Non-Hawaii Business" and eligible for an award.

3. Non-compliant Bidder: If a bidder is a non-Hawaii business and is not registered with the DCCA Business Registration Division (BREG) or cannot comply with §3-122-112 HAR, then the bidder is non-compliant and is ineligible for an award.

C. When announced by the NOTICE TO BIDDERS, all bidders who intend to submit a bid, are required to attend an initial pre-bid meeting and the accompanying site visit(s). Other interested parties may attend the initial pre-bid meeting and the accompanying site visit(s).

D. Bidders must submit the "Solicitation, Offer and Contract Form", bid bond (if required), and any other documents required by these solicitation documents.

E. The *GENERAL CONDITIONS* set forth additional terms and conditions for the bid and award process. The *GENERAL CONDITIONS* will be part of the contract documents by which the State and the bidder (prospective Contractor) will be bound. Bidders are directed to the *GENERAL CONDITIONS*, for contract and statutory requirements and for Bidding and Execution of Contract Requirements. Bidders are also directed to SECTION 00700 – GENERAL CONDITIONS of these specifications for definitions and modifications to the *GENERAL CONDITIONS.*

1.02 OFFEROR(S) or BIDDER(S)

A. The terms "Offeror" and "Bidder" are synonymous when used in this Section 00210 and other solicitation documents.

1.03 PRE-BID MEETING AND SITE VISIT(S)

A. General

1. The attendance of pre-bid meetings and site visits is mandatory.

2. Failure to attend the pre-bid meeting(s) and site visit(s) for a project DOES NOT absolve the bidder from its responsibilities.

3. Verbal responses and discussions may occur during the course of the pre-bid meeting or site visit and must not be considered to alter any information in the solicitation documents.

1.04 ADDENDA AND CLARIFICATIONS

A. The Department may periodically issue addenda and bid clarifications which may provide additional information or alter the plans and specifications.

B. The Department will make addenda and bid clarifications available to Bidders via email or HIePro. Bidders are responsible for the information contained in the addenda and bid clarifications whether or not the bidder receives the addenda or clarifications.

C. Bidders discovering an ambiguity, inconsistency, or error when examining the bid documents or the site and bidders with questions or clarification requests must transmit said discoveries, questions, and/or requests to the Department's Contracts Engineer in writing through HIePRO or otherwise specified by the Department. Bidders must bear the responsibility for clearly labeling their submittal to allow its proper identification and routing.

D. All written transmittals must be brief, concise, but complete enough to properly evaluate and determine the merits of the question or request. Include references to appropriate section numbers, paragraphs, drawings, details, schedule numbers, and provide other information as appropriate.

E. Requests transmitted or otherwise communicated directly to the Consultant will not be considered to be transmitted to the Department and will not be addressed.

F. Bidders must submit all discoveries, questions, and/or requests no later than October 14, 2026, 5:00 PM for sealed bids.

G. Requests for Substitution will not be allowed prior to bid opening.

1.05 SOLICITATION, OFFER AND CONTRACT FORM (BID FORM)

A. Bidder must fill out the “Solicitation, Offer and Contract Form” completely. This includes the “Offer” portion of the form and all remaining fill-ins. Write in ink or type. Bidders must also comply with the supplemental instructions contained within the “Solicitation, Offer and Contract Form.” Do not alter the “Solicitation, Offer and Contract Form”, and maintain the form intact. When the State makes changes to the “Solicitation, Offer and Contract Form”, a completely new bid form

with appropriate addendum notation will be issued. Bidders must use the most current version. Bidders must use their exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable; and to indicate exact legal name in the appropriate space on the Solicitation, Offer and Contract Form.

B. Schedule for Work: Note the provisions of this article, the referenced COST, TIME AND SCHEDULE article, and specification SECTION 01100 – PROJECT REQUIREMENTS for the construction dates including: project schedule, project start date, jobsite start date, jobsite completion date, contract completion date and contract duration, if provided.

C. Allowances: If applicable to this project, bidder must include in its total lump sum (base) bid price all cash allowances that are itemized in the COST, TIME AND SCHEDULE article on the "Solicitation, Offer and Contract Bid Form" and/or described in SECTION 01210 – ALLOWANCES of these specifications. Unless otherwise provided in the contract documents, the bidder must include costs for unloading and handling materials and equipment at the site, labor, installation costs, overhead, profit, coordination, insurance and other incidental expenses in the lump sum bid price and not in the allowance.

   1. For testing and inspection allowances, the allowance costs must include the cost of engaging testing agencies, actual tests and inspections and reporting results. Allowance does not include incidental labor required to assist the testing agency or costs for retesting if previous tests and inspection result in failure.

D. Alternates: If this project includes alternates, bidders must list the total cost of each alternate in the COST, TIME AND SCHEDULE article in SECTION 00410 – SOLICITATION, OFFER AND CONTRACT FORM as described on the drawings or in SECTION 01230 – ALTERNATES.
   Each alternate must have a cost filled in.
   If the alternate is provided at no cost to the Department, enter $0.00.
   Do not leave any cost blank – if any alternate is left blank, the bid will be rejected as irregular.

   1. For bid evaluation, alternates are listed in order of priority:
      a. Additive alternates: highest priority first.
      b. Deductive alternates: lowest priority first.

   2. Refer to the COST, TIME AND SCHEDULE article in SECTION 00410 – SOLICITATION, OFFER AND CONTRACT FORM for the number of additional or reduced calendar days allowed for each accepted alternate.
      Additive alternates will have a specified number of additional calendar days allowed.
      Deductive alternates will have a specified number of reduced calendar days allowed.

E. Preference: If applicable to this project, preferences are considered when

evaluating bids to determine the ranking of the respective bidders. The award of the contract will be in the amount of the bid exclusive of any preference adjustments.

F. Recycled Product Preference: If applicable to this project, a recycled product preference of at least 5 percent of the price of the item is available. All bidders, either proposing or not proposing to use the recycled product preference must complete the "Recycled Product Schedule". If choosing to use a recycled product, enter the respective costs for the recycled product; otherwise, enter the cost for the non-recycled product. Make sure a cost is entered for each listed product. Each product cost must be complete, including jobsite delivery and applicable taxes.

1. For each recycled product the bidder chooses to use, the bidder must include in its bid package the complete "Certification of Recycled Content Form" (SPO-Form 8) along with all supporting information. A sample of the certification form is in the GENERAL CONDITIONS.

2. The "Recycled Product Schedule" shows the percent preference used for each listed recycled product.

G. Other Conditions: Bidder acknowledges and agrees to the provisions and certifications stated in this article.

H. Receipt of Addenda: Bidder must fill in the appropriate dates any addenda were received.

I. Listing Joint Contractors or Subcontractors:

1. Bidder must complete the "Joint Contractors or Subcontractors List". It is the sole responsibility of the bidder to review the requirements of this project and determine the appropriate specialty Contractor's licenses that are required to complete the project. Failure of the bidder to provide the correct names and specialty Contractor's nature of work to be performed, may cause the bid to be rejected.

2. Bidder agrees the completed listing of joint Contractors or Subcontractors is required for the project and that the bidder, together with the listed joint Contractors and Subcontractors, have all the specialty Contractor's licenses to complete the work.

3. Based on the Hawaii Supreme Court's January 28, 2002 decision in Okada Trucking Co., Ltd. v. Board of Water Supply, et al., 97 Hawaii 450 (2002), the bidder as a general Contractor ('A' or 'B' license) is prohibited from undertaking any work solely or as part of a larger project, which would require the bidder ('A' or 'B' general Contractor) to act as a specialty ('C' license) Contractor in any area in which the bidder ('A' or 'B' general Contractor) has no specialty Contractor's license. Although the 'A' and 'B' Contractor may still bid on and act as the "Prime Contractor" on an 'A' or 'B' project (*See, HRS §444-7 for the definitions of an "A" and "B" project*), respectively, the 'A' and 'B' Contractor may only perform work in the areas in which they have the

appropriate Contractor's license. The bidder (‘A’ or ‘B’ general Contractor) must have the appropriate ‘C’ specialty Contractor's licenses either obtained on its own or obtained automatically under HAR §16-77-32.

4. General Engineering ‘A’ Contractors automatically have these ‘C’ specialty Contractor's licenses: C-3, C-9, C-10, C-17, C-24, C-31a, C-32, C-35, C-37a, C-37b, C-38, C-43, C-49, C-56, C-57a, C-57b, and C-61.

5. General Building ‘B’ Contractors automatically have these ‘C’ specialty Contractor's licenses: C-5, C-6, C-10, C-12, C-24, C-25, C-31a, C-32a, C-42a, and C-42b.

6. Instructions to complete the Joint Contractors or Subcontractors List:

    a. Describe the specialty Contractor’s nature of work to be performed for this project and provide the complete firm’s name of the joint Contractor or Subcontractor in the respective columns.

    b. List only one entity per required specialty contractor’s classification. A bidder who intends to use more than one entity with the same specialty contractor’s classification, will not be permitted to do so unless the nature of work to be performed by each entity is both distinct and separate and is appropriately described (i.e. two C-13 contractors are listed but one has the responsibility for AC control and the other for AC power). A bidder who intends to perform work that falls under the same specialty contractor’s classification as that of a listed joint contractor or subcontractor must list itself, ensure that the nature of work is both distinct and separate, and is appropriately described.

J. Cost, Time and Schedule: Bidder must completely fill out the article and enter the cost for the Project Bid Price, Variable Quantities Unit Prices. Bidder must tabulate the Project Bid Price, Variable Quantities Unit Prices and Allowances when provided, and the Bidders must then enter the Total Lump Sum Bid Price. **BE SURE TO ENTER THE TOTAL LUMP SUM BID PRICE IN WORDS AND NUMERALS**. Refer to Bidder’s Instructions located within the article.

K. Offer Page: Bidder must completely fill out Blocks 11 through 22C. Bidder must indicate if it is a “Hawaii Business” or a “Compliant Non-Hawaii Business” in Block 21. Also, bidder must refer to Bidder’s Instructions located near end of section.

1.06 EVALUATION CRITERIA

A. Evaluating Bids: The lowest responsive, responsible bid is determined by the following procedures:

1. Chapter 103D, HRS, which provides for the preferences, must apply.

2. The total lump sum bid price is adjusted to reflect the applicable preferences.

3. Project control budget is established prior to the submission of bids.

4. The project will be evaluated based on the adjusted bid price.

1.07 METHOD OF AWARD

A. The contract will be awarded to the lowest responsive and responsible Bidder whose bid meets the requirements and criteria set forth in the solicitation documents and as determined by the Department.

1.08 OTHER CONDITIONS FOR AWARD

A. The Department may reject any or all bids and waive any defects if the Department believes the rejection or waiver is in the best interest of the State.

B. The Department may hold all bids up to 60 calendar days from the date bids were opened. Unless otherwise required by law, bids may not be withdrawn without penalty.

C. The award of the contract is conditioned upon funds made available for the project (or projects if applicable).

D. Any agreement or contract is subject to approval by the Department of the Attorney General, and the approval of the Governor, as required by statute, regulation, rule, order, or other directive.

1.09 RESPONSIBILITY OF AWARDED BIDDER

A. Pursuant to Section 103D-310(c), HRS, the responsive bidder recommended for contract award, if any, must be compliant with all laws governing entities doing business in the State including the following chapters:

1. Chapter 237, tax clearance;

2. Chapter 383, unemployment insurance;

3. Chapter 386, workers' compensation;

4. Chapter 392, temporary disability insurance;

5. Chapter 393, prepaid health care; and

6. Chapter 103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State.

B. The State will verify compliance on Hawaii Compliance Express (HCE). The HCE is an electronic system that allows vendors/contractors/service providers doing business with the State to quickly and easily obtain proof that they are compliant with applicable laws. The HCE certificate, 'Certificate of Vendor Compliance', allows this single printable electronic certificate to be substituted for the tax clearance, labor certificate, and a Certificate of Good Standing required in Hawaii Revised Statutes (HRS), Section 103D-310(c), and Hawaii Administrative Rules

(HAR), Section 3-122-112. The HCE provides compliance status in real time.

C. Bidders are advised to register with Hawaii Compliance Express at https://vendors.ehawaii.gov before submitting an offer. Bidders are strongly encouraged to submit a 'Certificate of Vendor Compliance' with their bid package to ensure the State's ability to quickly verify compliance at the time of award. If an offeror is not compliant at the time of award, an otherwise responsive and responsible offeror may not receive the award.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SOLICITATION, OFFER AND CONTRACT FORM

1. Job No:	2. TYPE OF SOLICITATION	3. PAGE OF PAGES
DCR 24-WCCC-0016	☒ SEALED BID (IFB) ☐ SEALED PROPOSAL (RFP)	1 of 11

IMPORTANT – The "offer" section must be fully completed by offeror.

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder."

4. ISSUED BY:	5. ADDRESS OFFER TO:
DEPARTMENT OF CORRECTIONS AND REHABILITATION ADMINISTRATIVE SERVICES OFFICE 1177 ALAKEA STREET, ROOM 306 HONOLULU, HAWAIʻI 96813	SAME AS BLOCK 4

6. FOR INFORMATION Call: Or Visit:	A. NAME Mr. Barry S. Rouse Jr. http://www.hawaii.gov/pwd/construction_bids	B. TELEPHONE NO. *(NO COLLECT CALLS*) (808) 587-1237

SOLICITATION

7. THE STATE OF HAWAII REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS TO CONSTRUCT:

WOMEN'S COMMUNITY CORRECTIONAL FACILITY
WO39 WCCC NEW ACCESS ROAD
TMK: (1) 4-2-003:004
Kailua, Hawaiʻi

After carefully examining the bid documents including the specifications, drawings, addenda, and other proposed contract documents, the bidder shall furnish all labor, materials, machinery, tools, superintendence, transportation, and other construction accessories, services, and facilities necessary to construct and complete, at its own risk and expense, the work and requirements of the Project for the cost and time stipulated in the COST, TIME AND SCHEDULE article of Attachment A of this Form. The bidder agrees to the conditions and requirements stipulated in this SOLICITATION, OFFER AND CONTRACT FORM and any attachments thereto.

8. The Contractor shall complete the work as stipulated in the COST, TIME, AND SCHEDULE article of Attachment A. This performance period is mandatory.

9. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDS WITHIN 10 CONSECUTIVE CALENDAR DAYS AFTER DATE OF THE LETTER OF AWARD. IF ALTERNATE FORMS OF SECURITY WILL BE SUBMITTED, REFER TO STATE OF HAWAII, GENERAL CONDITIONS 3.7.1.3. INCORPORATED HEREIN BY REFERENCE.

10. ADDITIONAL SOLICITATION REQUIREMENTS:

A. Sealed bids/offers to perform the Work shall be submitted electronically through the State of Hawai'i eProcurement System (HIePRO) under the applicable solicitation no later than the date and time specified in the Notice to Bidders. Late submissions will not be accepted or considered. The Offeror bears sole responsibility for ensuring successful submission of its bid/offer through HIePRO prior to the solicitation closing date and time. If this is a sealed bid solicitation, bids/offers will be publicly opened at the time specified in the Notice to Bidders.

B. Bid Security is required and must be submitted with the offer if the offer amount is $25,000 or more.

C. Listing of Joint Contractors and Subcontractors – Any offeror must submit with its offer, the name of each person or firm to be engaged by the offeror as a joint contractor or subcontractor in the performance of the contract and the nature and scope of the work to be performed by each. The offeror is directed to complete the joint contractors and subcontractors list form included in the solicitation and submit it with the offer.

D. The Offeror be registered and compliant with Hawaii Compliance Express, link found at http://vendors.ehawaii.gov/hce/splash/welcome.html.

E. All offers are subject to the requirements of the solicitation, including the Specifications, Notice to Bidders, Instruction to Bidders, General Conditions, and Drawings, any Special Conditions, Addenda, Bid Clarifications, and any other provision whether incorporated in full text or by reference in, or attached to, the solicitation.

F. Contractors are hereby notified of the applicability of Section 11-355 HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body.

G. Recycled Product Preference – Certain recycled products are not acceptable for use in this project. Any offeror proposing to use the recycled product preference must complete the recycled product preference schedule form in the solicitation and submit it with the offer.

OFFER ***(Must be fully completed by offeror)***	
11. NAME AND ADDRESS OF OFFEROR *(Include Zip Code) (*1)*	12. REMITTANCE ADDRESS *(Include only if different than item 11)*
13. TELEPHONE NO. *(Include area code)* FAX NO.	14. EMAIL ADDRESS
15. FEDERAL EMPLOYER ID # (FEIN)	16. HAWAII GENERAL EXCISE ID #
17. BUSINESS ORGANIZATION (*2)	18. CONTRACTOR'S LICENSE NO.
19. The offeror agrees to perform the work required at the price(s) specified in the COST, TIME AND SCHEDULE article of Attachment A in strict accordance with the terms of this solicitation, including any attachments thereto, if this offer is accepted by the State of Hawaii within 60 calendar days after the date offers are due.	
20. The offeror has completed Attachment A.	
21. COMPLIANCE WITH §3-122-112 (HAR) *{BIDDER'S INSTRUCTIONS: Mark one box only. If a Non-Hawaii Business, write your State's name where incorporated.}* The undersigned represents: ☐ A Hawaii Business incorporated or organized under the laws of the State of Hawaii. Or ☐ A Compliant Non-Hawaii Business not incorporated or organized under the laws of the State of Hawaii, but registered at the State of Hawaii, Department of Commerce and Consumer Affairs, Business Registration Division to do business in the State of Hawaii. State of incorporation: _____	
22A. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER *(Type or print)*	
22B. SIGNATURE: I declare under penalty of law that the foregoing is true and correct to the best of my knowledge. (*3)	22C. DATE:

BIDDERS INSTRUCTIONS AND SOLICITATION, OFFER AND CONTRACT FORM FOOTNOTES (footnotes relate to boxes 11, 17 & 22B)

*(*1) If the Offeror is a "dba" of a sole proprietor, furnish the exact legal name as registered with the Department of Commerce and Consumer Affairs.*
If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed.
The address included in this box will be used for correspondence.

*(*2) For Business Organization, enter one of the following: Sole Proprietor, Partnership, Corporation, Joint Venture, or Other.*

*(*3) MANUAL SIGNATURE REQUIRED: attach to this page evidence of the authority of this signatory to submit bids on behalf of the Offer, and also the names and residence addresses of all officers of the company.*

Fill in information in all blank spaces or the bid may be invalidated. SOLICITATION, OFFER AND CONTRACT FORM MUST BE INTACT; MISSING PAGES OR ANY ALTERATIONS MAY INVALIDATE THE BID. TYPE OR WRITE ALL INFORMATION IN INK. USE INK FOR MANUAL SIGNATURE.

CONTRACT ***(To be completed by State of Hawaii)***	
23. CONTRACT NO.	23A. CONTRACT DATE:
24. ITEMS ACCEPTED:	
25. AMOUNT:	27. PAYMENT WILL BE MADE BY: (Department) By _____ Signature _____ Print Name _____ Title
26. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 4 UNLESS DIFFERENT ADDRESS STIPULATED HERE *(7 copies unless otherwise specified)*	

ATTACHMENT A

A. COST, TIME, AND SCHEDULE

WOMEN'S COMMUNITY CORRECTIONAL CENTER
WO39 – WCCC New Access Road
Job No: DCR 24-WCCC-0016

1. COST:

TOTAL LUMP SUM BID PRICE $_____

_____ DOLLARS

{BIDDER'S INSTRUCTIONS: Fill in the total lump sum bid price in numbers and write out the total lump sum bid price in words.}

2. TIME:

See SECTION 01100 – PROJECT REQUIREMENTS for additional time and duration requirements.

Contract Duration 180 Calendar Days

3. SCHEDULE FOR WORK

Contractor shall commence and complete all work within the contract duration stipulated and as follows:

a. After the project is awarded, the contractor shall begin preparatory work, obtain approvals, permits, process submittals or conduct other work as directed. The contractor shall not start any work at the jobsite or order any materials, unless the Department specifically issues a written authorization to proceed with designated work.

b. Upon receipt of the executed contract and a written authorization from the Department, the contractor may proceed with ordering materials, doing offsite fabrication and similar work, approved by DCR, prior to issuance of the formal Notice to Proceed. The Contractor shall not start any work at the jobsite before the formal Notice to Proceed is issued, unless the Department specifically issues a written authorization to proceed with designated work. Payment for materials ordered and received prior to DCR issuance of the formal Notice to Proceed are subject to the following conditions:

1. The contractor is responsible for all storage costs incurred. No additional compensation will be made;

2. Ordering materials prior to the formal Notice to Proceed will not decrease or increase the specified contract time; and

3. Conditions as specified in the SECTION 00700 – GENERAL CONDITIONS, and other conditions required by the contract documents.

c. After issuance of the formal Notice to Proceed or upon written authorization from the Department to proceed with designated work, the contractor shall order approved materials, do off-site fabrication and similar work. The contractor shall start and complete the jobsite work per the dates, times and durations noted in the COST, TIME AND SCHEDULE article.

B. BID SECURITY

Mark the applicable box. State in words and numerals the Bid Bond dollar amount. See the Bidder's Instructions at the end of this section for additional information.

Enclosed with this BID FORM:

- ☐ Surety Bond *(*4)*
- ☐ Cashier's Check *(*6)*
- ☐ Certified Check *(*6)*
- ☐ Share Certificate *(*6)*
- ☐ Treasurer's Check *(*6)*
- ☐ Legal Tender *(*5)*
- ☐ Certificate of Deposit *(*6)*
- ☐ Official Check *(*6)*
- ☐ Teller's Check *(*6)*

{BIDDER'S INSTRUCTIONS: * See below for footnotes.

*(*4) Surety bond underwritten by a company licensed to issue bonds in this State (Note: Surety bond shall be substantially in the form of the sample in the Appendix to the Interim General Conditions);*

*(*5) Legal tender; or*

*(*6) A certificate of deposit; share certificate; or cashier's, treasurer's, teller's, or official check drawn by, or a certified check accepted by, and payable on demand to the State by a bank, a savings institution, or credit union insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration.*

a. These instruments may be utilized only to a maximum of $100,000.

b. If the required security or bond amount totals over $100,000, more than one instrument not exceeding $100,000 each and issued by different financial institutions shall be accepted.}

In the amount of:

_____

_____ DOLLARS ($_____)

(Bid Security shall be no less than 5% of the total lump sum bid amount) as required by law.

C. RECEIPT OF ADDENDA AND BID CLARIFICATIONS

Bidder acknowledges receipt of the following Addenda and Bid Clarifications issued by the Department, and the bidder shall indicate by marking each applicable box:

- ☐ Addendum No. 1
- ☐ Addendum No. 2
- ☐ Addendum No. 3
- ☐ Addendum No. 4
- ☐ Addendum No. 5
- ☐ Bid Clarification No. 1
- ☐ Bid Clarification No. 2
- ☐ Bid Clarification No. 3
- ☐ Bid Clarification No. 4
- ☐ Bid Clarification No. 5

D. APPRENTICESHIP AGREEMENT PREFERENCE

The estimated value of the public works contract is $250,000 or more and the apprenticeship agreement preference pursuant to Hawaii Revised Statutes §103-55.6 (Act 17, SLH 2009) shall apply. Complete self-certification form below.

E. OTHER CONDITIONS

1. Bidder agrees to pay liquidated damages as specified in SECTION 00410 – SOLICITATION, OFFER AND CONTRACT FORM.

2. Bidder declares that its firm was not assisted or represented by an individual who has, in a State capacity, been involved in this project or this proposed contract in the past two consecutive years.

3. **Anti-collusion Certification** – In accordance with §3-122-192 (HAR), the bidder declares that the price submitted for this bid is independently arrived at without collusion.

4. **Certification for Safety and Health Programs for Offers in excess of $100,000** – In accordance with HRS 396-18, the bidder certifies that its organization will have a written safety and health plan for this project that will be available and implemented by the date when onsite construction starts. Bidder may obtain the requirements for the safety plan from the Department of Labor and Industrial Relations, Occupational, Safety and Health Division (HIOSH).

5. **Labor and Wage Certification** (Chapter 104 HRS) – For projects in excess of $2,000, the bidder shall comply with the requirements of Chapter 104 HRS, "Wages and Hours of Employment on Public Works Construction Projects" and shall certify that:

   a. Individuals engaged in the performance of the contract on the job site shall not be paid less than wages the Director of Labor and Industrial Relations determines to be prevailing for corresponding classes of laborers and mechanics employed on public works projects, including any periodic adjustments to the prevailing wages during the performance of the contract; and

   b. Overtime compensation shall be at one and one-half times the basic hourly rate plus fringe benefits for hours worked on Saturday, Sunday, or legal holiday of the State or in excess of eight hours on any other day; and

   c. All applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety shall be fully complied with.

6. Upon the acceptance of the bid by the Procurement Officer, the bidder must enter into and execute a contract and furnish a performance and payment bond. These bonds shall conform to the provisions of HRS Sections 103D-324 and 325, and any law applicable thereto.

7. **Compliance with §103D-310 HRS**: Bidder shall be incorporated or organized under the laws of the State or registered to do business in the State as a separate branch or division that is capable of fully performing under the contract.

F. LISTING JOINT CONTRACTORS OR SUBCONTRACTORS (HRS, 103D-302)

It is the sole responsibility of the bidder to review the requirements of this project and determine the appropriate specialty contractor's licenses that are required to complete the project. The bidder acknowledges that as a general contractor ('A' or 'B' license) the bidder is prohibited from undertaking any work solely or as part of a larger project, which would require the bidder ('A' or 'B' general contractor) to act as a specialty ('C' license) contractor in any area in which the bidder ('A' or 'B' general contractor) has no specialty contractor's license. The bidder ('A' or 'B' general contractor) must have the appropriate 'C' specialty contractor's licenses either obtained on its own, or obtained automatically under HAR §16-77-32.

General Engineering 'A' Contractors automatically have these 'C' specialty contractor's licenses: C-3, C-9, C-10, C-17, C-24, C-31a, C-32, C-35, C-37a, C-37b, C-38, C-43, C-49, C-56, C-57a, C-57b, and C-61.

General Building 'B' Contractors automatically have these 'C' specialty contractor's licenses: C-5, C-6, C-10, C-12, C-24, C-25, C-31a, C-32a, C-42a, and C-42b.

Bidder agrees the completed listing of joint contractors or subcontractors is required for the project and that the bidder, together with the listed joint contractors and subcontractors, have all the specialty contractor's licenses to complete the work.

Joint Contractors or Subcontractors List

{BIDDER'S INSTRUCTIONS: Refer to SECTION 00210 – INSTRUCTIONS TO BIDDERS for detailed instruction to fill out this list. Write in the complete firm name and nature of work to be performed by the required joint contractor or subcontractor.}

COMPLETE FIRM NAME JOINT CONTRACTOR OR SUBCONTRACTOR	NATURE OF WORK TO BE PERFORMED

G. LIQUIDATED DAMAGES

Liquidated damages in the amount of $750.00 per calendar day of delay will be deducted from the Contractor's final payment if the work is not completed within the time specified in this solicitation and any time extensions granted in writing to the Contractor by the State.

H. COMPENSATION

All payments shall be made in the manner and at the times indicated in the Contract Documents.

It is understood and agreed that the compensation paid by the State to the Contractor shall include all expenses incurred by the Contractor for all loss or damage arising out of the nature of the work, from the action of the elements, or from any delay or unforeseen obstruction or difficulty encountered in the prosecution of the work; for all risks of every description connected with the work; and for all expenses incurred by or in consequence of the suspension or discontinuation of the work, except as set forth in the General Conditions.

It is further agreed by the parties that any portion of the Contract price payable to the Contractor out of federal funds shall be paid to the Contractor only when such federal funds are received, and this contract shall not be construed as binding the State to pay said portion out of any fund other than those which are received from the Federal government.

I. GUARANTY OF WORK

The Contractor agrees to guaranty all work under this Contract for the period(s) stipulated in the Contract Documents from the project acceptance date.

If any unsatisfactory condition or damage develops within the time of this guaranty due to materials or workmanship that are deficient, inferior, or not in accordance with the contract, the Contractor shall, when notified by the State, immediately place such guaranteed work in a condition satisfactory to the State and make repairs of all damage to the buildings, equipment and grounds made necessary in fulfillment of the guaranty. Everything necessary for the fulfillment of any guaranty shall be done without any expense to the State. It is understood that the performance and payment bond furnished by the Contractor under this Contract may be used to secure performance of Contractor's guaranty.

J. CONTRACT DOCUMENTS

It is understood and agreed that the following documents, and any amendments or addenda thereto, comprise this contract and are fully a part of this Contract as though attached hereto or set forth at length herein: (1) Contractor's accepted proposal; (2) General Conditions; (3) Drawings; (4) Specifications, including the Notice to Bidders, Instructions to Bidders, Addenda, Bid Clarifications, if any; (5) Combination Performance and Labor and Material Payment Bond; and (6) this Contract Agreement.

K. ENTIRE AGREEMENT

This Contract is the entire agreement between parties, and no alterations, changes, or additions thereto shall be made, except in writing approved by the parties.

L. ATTACHMENTS TO BE PROVIDED BY OFFER AS APPLICABLE

- ☐ Corporate Resolution
- ☐ Certificate of Vendor Compliance (HCE)
- ☐ Surety Bid Bond
- ☐ Power of Attorney

END OF SECTION

SECTION 01222 – SECURITY FOR WORK INSIDE SECURED AREA

PART 1 – GENERAL

1.01 SECTION INCLUDES

A. The following information sets forth the rules and regulations governing work and personal conduct for construction contractors, supervisors, and their employees while at the Women's Community Correctional Center.

B. By submitting a bid, Contractor agrees to strictly adhere to these requirements whenever applicable.

C. This Section does not apply to work outside the "Facility Secured Area" once it is established, or exterior site work.

1.02 EMPLOYEE SCREENING

A. Screening process will be completed for all construction personnel proposed for assignment at the Women's Community Correctional Center prior to the actual start of their employment. For each prospective employee, the contractor will provide the Department of Corrections and Rehabilitation with the State forms from DCR.

B. All contractors and their employees will inform the Department of Corrections and Rehabilitation of any family members or friends known or believed to be incarcerated at the Women's Community Correctional Center.

C. All contractors, subcontractors, and other personnel shall complete the attached "Notice of Consent to Search" and "Vendor/Special/Group Visit Background Check Application" and email the forms directly to the WCCC Secretary, Lydia Collins, at lydia.r.collins@hawaii.gov, and Institutional Facility Superintendent I, Chasity Kalawe, at chasity.kalawe@hawaii.gov. Include the Project name in the subject heading. Application shall be sent at least seven (7) calendar days prior to any visits. Submit one application per person. Applicants will receive an email notification upon completion of the background check.

1. Security Rules for Contractors Entering Hawaii PSD Correctional Facilities

2. Notice of Consent to Search

3. Vendor/Special/Group Visit Background Check Application

1.03 EMERGENCIES

A. In the event of any emergency, including an inmate disturbance or escape, contractors and construction staff shall take the following actions:

REPORT THE EMERGENCY TO THE NEAREST DEPARTMENT OF CORRECTIONS AND REHABILITATION EMPLOYEE.

FOLLOW INSTRUCTIONS OF DEPARTMENT OF CORRECTIONS AND REHABILITATION FACILITY STAFF.

Instructions will be given to ensure your safety and the effective evacuation of all non-custody staff.

SEEK HELP FROM UNIFORMED CORRECTIONAL STAFF.

AVOID DIRECT INVOLVEMENT IN INMATE DISTURBANCE AND REMOVE SELF FROM DANGER, IF POSSIBLE.

IF IN CONTROL OF A ROOM, DOOR, OR GATE, SECURE IT. DO NOT PERMIT ACCESS OR EGRESS OF ANY INMATE.

IF A HOSTAGE IS TAKEN BY INMATES AND USED IN AN ESCAPE ATTEMPT, ORDERS GIVEN UNDER DURESS BY A HOSTAGE, REGARDLESS OF RANK, ARE INVALID.

IN THE EVENT OF A FIRE OR IMMINENT DANGER FROM HAZARDOUS MATERIALS, WARN OTHERS IN THE IMMEDIATE AREA AND REPORT THE EMERGENCY TO THE NEAREST DEPARTMENT OF CORRECTIONS AND REHABILITATION FACILITY UNIFORMED STAFF IMMEDIATELY.

IN THE EVENT OF A MEDICAL EMERGENCY, GIVE FIRST AID, IF POSSIBLE, AND NOTIFY THE NEAREST DEPARTMENT OF CORRECTIONS AND REHABILITATION FACILITY EMPLOYEE.

1.04 SEARCHES AND CONTRABAND

A. Requirements for Visits to Facility; Department of Corrections and Rehabilitation Directive, Contractor, Vendor, and/or Facility Visitor Search, any persons entering Women's Community Correctional Center are subject to search. All boxes, books, purses, packages, briefcases, and other items may be inspected before being permitted to the Women's Community Correctional Center.

B. The introduction of contraband into Women's Community Correctional Center is punishable under the law, and violators will be prosecuted. Contraband is defined as any item which is not specifically authorized. In general, it is something that may affect the custody, security, control, discipline, safety, sanitation or morale and attitude of the inmates. Examples of contraband include: narcotics, drugs, unauthorized medication, alcohol, cigarettes, weapons, cash money in excessive amounts, explosives, and tools. Any construction worker found in possession of contraband will be subject to the procedures described by Department and Corrections and Rehabilitation, Contractor, Vendor, and/or Facility Visitor Search.

C. The use of cameras or recording equipment is allowed only under special circumstances and requires prior Maintenance and Supply Sergeant's approval. Photographing of inmates is prohibited.

1.05 TOOLS

A. Inmates may attempt to steal unattended or carelessly placed tools and utilize them as weapons or tools to facilitate an escape. Workers will monitor and keep track of all tools and immediately report missing tools to the Women's Community Correctional Center staff.

B. When not in actual use by a worker, under the direct control and supervision of contractor personnel, small power tools (drills, routers, sanders, saws, etc.) will be locked in a steel tool locker or cabinet. The cabinet and locking system will be approved by the Security Staff.

C. Hand tools will be used and stored under the same conditions as outlined above for small power tools. In addition, hand tools will be removed from the facility daily.

D. All tools that enter the facility perimeter **MUST** be accounted for when exiting the facility. This check will occur every time the facility is entered or exited. When working in the secured area a list of tools will be submitted and the list will be checked against the tools carried in. Any discrepancies upon entry will be noted on the list by a staff member as designated by the Maintenance and Supply Unit. Upon exit the same list must be submitted to an authorized corrections officer who will again check the list against the tools.

E. Powder-actuated tools will be prohibited at the Women's Community Correctional Center without prior authorization by the Security Staff. A new authorization must be secured each time powder-actuated tools are to be used at the Women's Community Correctional Center. Cartridges for powder-actuated tools must be meticulously monitored and accounted for. Neither the tools nor the cartridges may be left at the work site unattended or overnight.

F. All tools, chains and ropes must be secured in a locked storage bin at the end of the workday. Tools left unsecured will be confiscated by facility staff. All ladders will be secured in the locked tool storage bins or locked with chains and padlocks at the end of each workday, or they will become property of the Department of Corrections and Rehabilitation.

1.06 USE OF RADIOS

A. Contractors and construction personnel are authorized to use construction radios as necessary as long as it does not interrupt the Women's Community Correctional Center frequencies, especially in terms of emergency response. Contractors/construction personnel shall notify the Security staff if they will be using radios and what frequency the radios are stationed on. The use of facility radios and/or frequencies for construction purposes is not authorized. Contractors/construction personnel are cautioned not to use their radios during

an institution emergency, especially in terms of a bomb threat. During a facility emergency, contractors/construction personnel shall turn their radios off and exit the facility as directed. During said emergency the general contractor shall ensure all radios are accounted for and report this information to the Security Staff or the Shift Commander.

1.07 IDENTIFICATION BADGES/ORIENTATION

A. Women's Community Correctional Center will issue all contractors and construction personnel identification badges. These badges will be issued to the contractors or construction personnel by the Security Staff.

1.08 ASSOCIATION WITH INMATES

A. Workers may be working in the vicinity of inmates but should not associate with inmates or their families. Favors to inmates are strictly prohibited. Any attempt by an inmate to secure a favor should be reported to the Security staff.

1.09 MISCELLANEOUS

A. When problems or conflicts arise, contractors and construction workers are encouraged to communicate with the Security staff, then the Shift Commander or facility Major. Employee clearances, permission for unusual or unscheduled work hours, and needs for heavy equipment or dangerous or hazardous construction materials must be pre-authorized through the Maintenance and Supply Unit.

B. When in doubt about any security issue, workers will ask correctional staff for assistance.

C. Construction employees will report all safety or law violations to Department of Corrections and Rehabilitation staff.

D. Any major security/operational problems that occur which are not specifically covered in this document will be resolved within the Women's Community Correctional Center chain of command in coordination with the Department prior to proceeding further with construction in the area(s) affected.

E. The Women's Community Correctional Center is a smoke-free environment. Smoking will not be permitted in any of the buildings. Smoking is permitted outside in designated spaces only.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECURITY RULES FOR CONTRACTORS ENTERING HAWAII PSD CORRECTIONAL FACILITIES

1. These rules are applicable to all employees of the contractor, its sub-contractors, vendors, and consultants, and anyone else requiring entry to a facility due to a contract, or agreement to perform work.

2. Prior to entering the facility, a background check shall be conducted on all persons seeking to enter the facility.

    a. PSD 8320, Visitor Background Check Application, shall be filled out and submitted for all persons seeking to enter the facility.

    b. PSD 8252, Notice of Consent for Search, shall be completed and signed by each person seeking to enter the facility.

    c. By completing and signing PSD 8320, each person acknowledges receiving notice of contraband laws.

    d. By completing and signing PSD 8320, each person acknowledges that he/she will be subject to a search of his/her person, vehicle and belongings.

    e. At the time of submitting PSD 8320, all persons shall disclose any family, relatives and/or friends who may be incarcerated at the facility.

    f. If an employee has been arrested, charged with a felony, misdemeanor, or petty misdemeanor, convicted of a felony, misdemeanor, or petty misdemeanor, under the issuance of a protective order or stay away order, and/or previously incarcerated here or on the mainland, this shall be disclosed at the time of submitting PSD 8320.

        1) Should there be a change in any employee's status (arrest, protective order), this change shall be reported within 24 hours of the first working day following the incident, to the Warden or Chief of Security.

3. Prior to initial entry onto the facility, all persons must receive approval to enter the facility.

    a. Approval shall be given after completion of the background check.

    b. An appointment shall be made for the initial entry into the facility.

    c. Contractor shall coordinate entry and exit times of the contractor's employees, with the security staff in order to minimize any impact on correctional operations.

        1) All work schedules shall be approved by the Warden.

        2) Any changes to the work schedule shall be submitted 24 hours prior to the change for approval by the Warden.

3) All contractor's employees shall clear security prior to entering and exiting the facility.

d. All employees approved for entry into the facility shall undergo training which addresses the following:

1) Procedures for entering and exiting the facility;

2) Safety rules;

3) What to do in emergency situations;

4) Communication while in a facility;

5) Dress Code;

6) Facility specific security issues;

7) Prison Rape Elimination Act (PREA); and

8) Any other training specified by the facility Warden.

e. Only employees who have undergone a background check, training, and received approval from the Warden of the facility, shall be allowed in.

4. Entering the facility.

a. All persons entering the facility must provide a valid identification, and wear their company ID on their shirts, or a company logo shirt while in the facility.

1) Shirt color restrictions may be applicable, so as not to conflict with inmate uniform colors.

b. All persons entering the facility are subject to a search of their person, vehicle and/or belongs. You may refuse a search, but you will not be allowed to enter the facility.

c. Electronics are not allowed into the facility (laptops, tablets, cell phones, cameras, walkie talkies, video and audio recording equipment, etc.). If an electronic equipment is required for the work to be performed in the facility, approval must be obtained from the Warden.

d. No weapons of any type (guns, knives, telescoping batons, etc.), are allowed in the facility.

e. Tobacco, tobacco products, e-cigarettes, and other smoking paraphernalia are not allowed in the facility.

f. Alcohol, drugs, and/or narcotics are not allowed in the facility.

g. Jewelry (wedding rings, watches, single religious medallion) may be permitted in the facility upon approval by the Warden. Earrings are to be removed prior to entering the facility.

5. Other Restrictions and Requirements.

a. All tools must be listed on the contractor's inventory list, and verified upon entering and exiting the facility. No tools are to be left overnight in the facility.

b. All work trucks and all equipment contained in them, shall be kept secure while employees are in the facility. Contractor parking shall be designated by Security.

c. Contractor and employees shall not stray from their work site.

d. In the event of an emergency, contractor and employees shall follow all orders and directions given by the security staff.

e. The contractor shall provide a Point of Contact and a 24 hour phone number.

f. The contractor and employees shall not communicate with inmates without prior approval from security staff, and shall report any unauthorized contact made by an inmate. Contractor and employees are not to pass any items to inmates.

g. There shall be no fraternization with inmates.

h. All communication within the facility shall be in English.

i. No photographs shall be taken without prior written authorization from the Warden.

j. Any suspicious activity observed shall be reported immediately to the security staff.

Additional restrictions may be applied by each facility, based on each facility's needs and security.

Violation of any of the rules and requirements shall result in the individual being banned from entering the correctional facility.

STATE OF HAWAII

DEPARTMENT OF CORRECTIONS AND REHABILITATION

NOTICE OF CONSENT TO SEARCH

Please read the following carefully:

THE LAW

Constitutional Law holds that all persons have a right to be free of unreasonable searches and seizures. An unreasonable search invades a reasonable expectation of privacy. Where an individual does not have a reasonable expectation of privacy, a search is lawful. For the most part, searches for individuals and their property within penal institutions do not violate a reasonable expectation of privacy provided such searches are prudently carried out, and safeguards against such abuse of such practices are governed by facility policy and procedures.
(Auth: HRS 353-3; Imp: HRS 351)

NOTICE

Every visitor of a correctional institution (including those authorized to perform work or private services, either through contract or volunteer), and every employee are subject to search of their person, including strip search, and of their vehicle, locker or other personal property at anytime with reasonable cause. Employment at and/or access to any facility may be denied or terminated if you refuse to sign this Notice of Consent to Search Form.

CONSENT

I have read or have had the above statement read to me, and fully understand its contents and agree to submit to a reasonable search of my person, including strip search, my vehicle, and any property upon entering any correctional facility.

_____

Print Name of Visitor Signature of Visitor Date

_____

Company/Organization Name

.....

Official Use Only

_____ _____

Rcvd-Witness By: STAFF Date

STATE OF HAWAII
DEPARTMENT OF CORRECTIONS AND REHABILITATION

VENDOR/SPECIAL/GROUP VISIT BACKGROUND CHECK APPLICATION (UNRELATED TO AN INMATE VISITOR LIST)

The following entity/company _____ seeks entry into
(Name of Entity/Company)
the Department of Corrections and Rehabilitation's _____
(Name of Facility)
for the following individuals as part of a group visit/tour/inspection. By signing below the individual acknowledges that they have read and understand the "Laws and Regulations" described below and agree to abide by them.

APPROVED

1. _____/_____/_____/_____ Y / N
   Name DOB SS Signature
2. _____/_____/_____/_____ Y/ N
   Name DOB SS Signature
3. _____/_____/_____/_____ Y / N
   Name DOB SS Signature
4. _____/_____/_____/_____ Y / N
   Name DOB SS Signature
5. _____/_____/_____/_____ Y / N
   Name DOB SS Signature

LAWS AND REGULATIONS

A. A person commits the offense of promoting prison contraband in the first degree if he/she intentionally conveys a dangerous instrument or drug to any person confined in a correctional or detention facility; or being a person confined in a correctional or detention facility, he intentionally makes, obtains, or possesses a dangerous instruct or drug.

   A "dangerous instrument" shall have the same meaning as defined in *HRS* § 707-700 (4); a dangerous instrument may only be possessed by or conveyed to a confined person with the Warden's express prior approval; a "drug" shall include any of the items listed in *HRS* §§ 712-1240 (1) to (3) and (5) to (7); a drug may only be possessed by or conveyed to a confined person under medical supervision.

   Promoting Prison Contraband in the First Degree is a class B felony. A person who has been convicted of a class B felony may be sentenced to ten (10) years imprisonment and a $10,000 fine (See, *HRS* § 710-1022).

B. A person commits the offense of promoting prison contraband in the second degree if he/she intentionally conveys known contraband to any person confined in a correctional or detention facility; or being a person confined in a correctional or detention facility, he/she intentionally makes, obtains, or possesses know contraband.

   "Contraband" mean any article or thing which a person, confined in a correctional or detention facility, is prohibited from obtaining or possessing by statute, rules, regulation, or order. Any article or thing not specifically authorized by the Warden or guidelines is contraband.

   Promoting Prison Contraband in the Second Degree is a class C felony. A person who has been convicted of a class C felony may be sentenced to five (5) years imprisonment and a $5,000 fine (See, *HRS* § 710-1023).

C. Every visitor upon authorized entry into a correctional facility or its grounds will be subject to a search of his or her person, vehicle, or any item in his/her possession (See, *HAR* § 23-100-6).

IDENTIFICATION INFORMATION PROVIDED ABOVE WILL BE DISPOSED OF AFTER THE COMPLETION OF THE BACKGROUND CHECK

*****This form is intended for use only by vendors, special groups, etc., who will be escorted and whose purpose is NOT to provide direct services to inmates.***

SECTION 02920 – LAWNS AND GRASSES

PART 1 – GENERAL

1.01 SUMMARY

This Section describes the requirements for all areas to be grassed with permanent ground cover.

PART 2 – PRODUCTS

2.01 MATERIALS

A. Grass species options:

Grass may include common Bermuda (Cynodon dactylon) or Manienie grass on flat areas and on banks with slopes up to 3:1.

For areas which will be in shade most of the time, such as under large spreading trees with dense foliage, the following may be used: Buffalo grass (Stenotaphrum secundatum) in low, hot locales, or Centipede grass in high, moist locales.

B. Grass may be planted either by sprigging or seeding:

Grass sprigs shall be healthy living runners and stolons, a minimum of 6 inches long with at least 3 nodes. They shall be freshly dug up and free from weeds. After they are dug, they shall be covered and kept moist until planted.

Grass seeds shall be of fancy grade and shall be 50% hulled and 50% unhulled.

C. Hydromulching:

Mulch shall be specially processed fiber containing no growth or germination inhibiting factors. It shall be such that after addition and agitation in the hydraulic equipment with seed, fertilizer, water and other additives not detrimental to plant growth, the fibers will form a homogeneous slurry.

PART 3 – EXECUTION

3.01 DETAILS FOR GRASS SURFACE RESTORATION

A. Sprigging or Seeding:

1. If grass sprigs are used, the following procedure shall be used:

Furrows shall be placed perpendicular to drainage aisles and parallel to contours on slopes and shall be spaced no more than 4 inches apart.

Fresh sprigs shall be planted in each furrow a maximum of 6 inches apart and covered with soil to a minimum depth of 2 inches.

The surface shall then be smoothed and compacted by means of a culti packer, roller or other similar equipment weighing 60 to 90 pounds per lineal foot of roller.

The planted areas shall be watered immediately after rolling in sufficient quantity to provide water penetration to a depth of at least 2 inches and shall then be kept moist until roots are established.

The area shall then be overseeded with annual rye grass seeds at the rate of 25 pounds per acre.

2. If grass seeds are used, the following procedure shall be used:

   The grass seeds shall be broadcast uniformly by hand or by sowing equipment at the rate of 100 lbs./acre. Half the seeds shall be sown with the sower moving in one direction and the remainder shall be sown at right angles to the first direction.

   The surface shall then be raked to a smooth even plane while the seeds are simultaneously worked into the soil to a depth of about ½ inch.

   The surface shall then be smoothed and compacted by means of a culti packer, roller or other similar equipment weighing 60 to 90 pounds per lineal foot of roller.

   The planted area shall then be watered sufficiently to provide water penetration to a depth of at least 2 inches and shall then be kept moist until roots are established.

B. Hydromulching:

This work shall consist of furnishing and applying proposed grass seed, fertilizer, mulch and stabilizing and water retaining agent by hydromulching.

The seeds shall be applied at the rate of 100 lbs./acre minimum. Mulch shall be applied at a rate of 500 lbs./acre minimum (31 lbs. per 900 sq. ft.). In every application, complete and uniform coverage of the soil shall be attained.

First application of fertilizer shall be included with mulch and seed.

The hydromulch equipment shall be capable of mixing all the necessary ingredients to a uniform mixture and to apply the slurry to provide uniform coverage. Seed, fertilizer, mulch mix and stabilizing water retaining agent shall be applied in one operation by hydraulic equipment made specifically for this use. The equipment shall have a built in agitation system with an operating capacity sufficient to keep the mix in uniform distribution until pumped from the tank. Distribution and discharge lines shall be large enough to prevent stoppage and shall be equipped with hydraulic discharge spray nozzles which provide a uniform distribution of the slurry.

Areas inaccessible to hydromulching application shall be seeded or hand sprigged and fertilized by approved hand methods.

Water shall be applied immediately following mulching and the planted area shall then be kept moist until roots are established.

3.02 FINAL INSPECTION AND ACCEPTANCE

At the time of acceptance, the grass shall have been well established and shall be given a final weeding and a final mowing to a height of 1 to 3 inches depending on species. If the maintenance period has expired before acceptance of the entire project, the Contractor shall continue to maintain the grass until acceptance of the entire project. If the maintenance period should extend beyond acceptance of the entire project, the Contractor shall continue to maintain the grass until the end of the specified period of time required for maintenance.

At the end of the maintenance period, should there appear areas where grass has failed to grow, such areas shall be replanted with grass, refertilized and maintained beyond the maintenance period until a healthy growth is established.

END OF SECTION

BOWERS + KUBOTA

MEETING AGENDA

Date: Thursday, October 1, 2026 (10:00 am to 12:00 pm)
Project Name: Department of Corrections and Rehabilitation (DCR) Deferred Maintenance – WO39 Women's Community Correctional Center (WCCC) New Access Road
Project Number: DCR Job No. 24-WCCC-0016, B+K Job No. 21A7438.00
HIePRO Solicitation Number: B27000435

Meeting Purpose: Pre-Bid Meeting
Location: Women's Community Correctional Center
Organizer: Leilani Peck (Bowers + Kubota)

Agenda

I. Introductions and Project Team
- A. Department of Corrections and Rehabilitation (DCR) — Barry Rouse
- B. Women's Community Correctional Center (WCCC) — Chasity Kalawe, Patrick Eseroma
- C. Bowers + Kubota (B+K) — Julius Vergabera, Leilani "Lei" Peck, Justin Privett

II. Project Overview
- A. Scope of Work
  1. Construction of a new access road at the Women's Community Correctional Center, including clearing and grubbing, excavation, grading, and preparation of subgrade for roadway improvements.
  2. Installation and maintenance of erosion and sediment control measures, temporary traffic control, and associated environmental protection requirements.
  3. Construction of roadway improvements including aggregate base course, asphalt concrete pavement, pavement transitions, striping, and related roadway appurtenances.
  4. Construction of drainage improvements including grass swales, infiltration facilities, and associated grading for positive drainage.
  5. Installation of empty conduit and ductwork for future electrical and communications systems, including pull lines, markers, bedding, backfill, and restoration.
  6. Installation of chain-link fencing, gates, bollards, and other site improvements shown in the Contract Documents.
  7. Tree protection and pruning activities, including branch clearance and potential root pruning, performed under the oversight of a qualified arborist as required by the Contract Documents.
  8. Coordination with utility owners and adjacent work, including utility relocations and future improvements by others.
  9. Coordination of all construction activities within an active correctional facility, including compliance with security, access, operational, and safety requirements.
  10. Performance of all incidental and related work necessary to complete the project in accordance with the Contract Drawings and Specifications.
- B. Schedule
  1. Pre-Bid Meeting — Thursday, October 1, 2026, 10:00 AM
  2. Bid RFIs Deadline — Wednesday, October 14, 2026, 5:00 PM
  3. Issuance of RFI Responses/Addenda Deadline — Wednesday, October 21, 2026, 5:00 PM
  4. Bid Due and Bid Opening — Friday, October 30, 2026, 5:00 PM

C. RFIs and Bids
   1. Submit all bid RFIs through HIePRO by the stated deadline. Bidders must bear the responsibility for clearly labeling their submittal to allow its proper identification and routing. Any verbal RFIs are not official; they must be submitted in writing.
   2. Submit official bids through HIePRO by the stated deadline. Bids submitted in any other way will not be considered.
      a. Attendance at both the pre-bid meeting and the accompanying State-conducted site visit is mandatory for bidders intending to submit a bid. Each bidder must sign in and sign out on the official attendance sheet. Failure to attend both portions and properly document attendance may result in rejection of the bid, as provided in the solicitation.
   3. Any clarifications or revisions will be issued by written Addendum through HIePRO. Any verbal responses to Contractor's questions provided at this Pre-Bid Meeting are not official until they are issued via written Addendum.

D. WCCC Security and Safety Requirements
   1. See attached "Security Rules for Contractors Entering Hawaii PSD Correctional Facilities."
   2. All contractors, subcontractors, and other personnel shall complete the "Notice of Consent to Search" and "Vendor/Special/Group Visit Background Check Application" included in Section 01222 and email the forms directly to the WCCC Secretary, Lydia Collins, at lydia.r.collins@hawaii.gov, and Institutional Facility Superintendent I, Chasity Kalawe, at chasity.kalawe@hawaii.gov. Include the Project name in the subject heading. Application shall be sent at least seven (7) calendar days prior to any visits. Submit one application per person. Applicants will receive an email notification upon completion of the background check.
   3. Shirt color restrictions apply to contractor staff based on inmate uniform colors (no orange or red color shirts unless issued as a company uniform with logo.)
   4. Contractors shall wear their company ID card and or company logo on their shirts for identification purposes.
   5. Contractors shall disclose any family/relatives of on-site personnel who are incarcerated at the facility being entered.
   6. Contractors must follow and understand what is considered as contraband in a correctional facility:
      a. Weapons of any type; other than tools (nail gun, etc.)
      b. Alcoholic drinks, Narcotics, or Drugs.
      c. Tobacco products, including e-cig devices.
   7. Contractor's employees are subject to search at any time.
   8. Contractor shall give the facility a minimum 48 hours' notice for any work schedule changes.
   9. In case of an emergency, the contractors shall follow all orders and directions given by security staff.
   10. Contractors shall not stray from their work site.
   11. No communication with inmates.
   12. Contractors shall immediately report any unauthorized contact made by an inmate.
   13. No photos may be taken of inmates.
   14. Any suspicious activity observed shall be reported to security immediately.
   15. All persons must follow OSHA safety guidelines and implement proper procedures on construction sites.

III. State-Conducted Site Visit

A. There will be a State-conducted site visit after the formal portion of the Pre-Bid Meeting is completed. No verbal RFIs are official until submitted in writing. Any verbal responses to Contractor's questions provided at the site visit are not official until they are issued via written Addendum through HIePRO.

SECURITY RULES FOR CONTRACTORS ENTERING HAWAII PSD CORRECTIONAL FACILITIES

1. These rules are applicable to all employees of the contractor, its sub-contractors, vendors, and consultants, and anyone else requiring entry to a facility due to a contract, or agreement to perform work.

2. Prior to entering the facility, a background check shall be conducted on all persons seeking to enter the facility.

    a. PSD 8320, Visitor Background Check Application, shall be filled out and submitted for all persons seeking to enter the facility.

    b. PSD 8252, Notice of Consent for Search, shall be completed and signed by each person seeking to enter the facility.

    c. By completing and signing PSD 8320, each person acknowledges receiving notice of contraband laws.

    d. By completing and signing PSD 8320, each person acknowledges that he/she will be subject to a search of his/her person, vehicle and belongings.

    e. At the time of submitting PSD 8320, all persons shall disclose any family, relatives and/or friends who may be incarcerated at the facility.

    f. If an employee has been arrested, charged with a felony, misdemeanor, or petty misdemeanor, convicted of a felony, misdemeanor, or petty misdemeanor, under the issuance of a protective order or stay away order, and/or previously incarcerated here or on the mainland, this shall be disclosed at the time of submitting PSD 8320.

        1) Should there be a change in any employee's status (arrest, protective order), this change shall be reported within 24 hours of the first working day following the incident, to the Warden or Chief of Security.

3. Prior to initial entry onto the facility, all persons must receive approval to enter the facility.

    a. Approval shall be given after completion of the background check.

    b. An appointment shall be made for the initial entry into the facility.

    c. Contractor shall coordinate entry and exit times of the contractor's employees, with the security staff in order to minimize any impact on correctional operations.

        1) All work schedules shall be approved by the Warden.

        2) Any changes to the work schedule shall be submitted 24 hours prior to the change for approval by the Warden.

3) All contractor's employees shall clear security prior to entering and exiting the facility.

d. All employees approved for entry into the facility shall undergo training which addresses the following:

1) Procedures for entering and exiting the facility;

2) Safety rules;

3) What to do in emergency situations;

4) Communication while in a facility;

5) Dress Code;

6) Facility specific security issues;

7) Prison Rape Elimination Act (PREA); and

8) Any other training specified by the facility Warden.

e. Only employees who have undergone a background check, training, and received approval from the Warden of the facility, shall be allowed in.

4. Entering the facility.

a. All persons entering the facility must provide a valid identification, and wear their company ID on their shirts, or a company logo shirt while in the facility.

1) Shirt color restrictions may be applicable, so as not to conflict with inmate uniform colors.

b. All persons entering the facility are subject to a search of their person, vehicle and/or belongs. You may refuse a search, but you will not be allowed to enter the facility.

c. Electronics are not allowed into the facility (laptops, tablets, cell phones, cameras, walkie talkies, video and audio recording equipment, etc.). If an electronic equipment is required for the work to be performed in the facility, approval must be obtained from the Warden.

d. No weapons of any type (guns, knives, telescoping batons, etc.), are allowed in the facility.

e. Tobacco, tobacco products, e-cigarettes, and other smoking paraphernalia are not allowed in the facility.

f. Alcohol, drugs, and/or narcotics are not allowed in the facility.

g. Jewelry (wedding rings, watches, single religious medallion) may be permitted in the facility upon approval by the Warden. Earrings are to be removed prior to entering the facility.

5. Other Restrictions and Requirements.

a. All tools must be listed on the contractor's inventory list, and verified upon entering and exiting the facility. No tools are to be left overnight in the facility.

b. All work trucks and all equipment contained in them, shall be kept secure while employees are in the facility. Contractor parking shall be designated by Security.

c. Contractor and employees shall not stray from their work site.

d. In the event of an emergency, contractor and employees shall follow all orders and directions given by the security staff.

e. The contractor shall provide a Point of Contact and a 24 hour phone number.

f. The contractor and employees shall not communicate with inmates without prior approval from security staff, and shall report any unauthorized contact made by an inmate. Contractor and employees are not to pass any items to inmates.

g. There shall be no fraternization with inmates.

h. All communication within the facility shall be in English.

i. No photographs shall be taken without prior written authorization from the Warden.

j. Any suspicious activity observed shall be reported immediately to the security staff.

Additional restrictions may be applied by each facility, based on each facility's needs and security.

Violation of any of the rules and requirements shall result in the individual being banned from entering the correctional facility.

DCR Deferred Maintenance WO39 Pre-Bid Meeting
Women's Community Correctional Center (WCCC)
42-477 Kalanianaole Hwy
Kailua, HI 96734
October 1, 2026
Prepared by: Bowers + Kubota

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