DLNR State Parks Oahu is seeking bidders for a Tree Trimming and Removal Project for the Pu'u Ualaka'a State Wayside Park located at 2760 Round Top Drive, Honolulu, Hawaii 96822 for the following select areas:

Scope of Work

Area #1: Immediate driveway as you enter into the Pu'u Ualaka'a State Wayside Park. All Eucalyptus or other trees need trimming, with a couple that will need to be removed. (See sketch/map attachment)

Area #2: Once you pass Area#1 and veer left and head upwards on that immediate road, select trees on both sides. (See sketch/map attachment) Exact details will be given during pre-tree trimming

Area #3: Along the lookout side of the road to the lookout area, trees will need to be trimmed (See sketch/map attachment)

Area #4: Along the road on the OPPOSITE side the lookout, trees will need to be trimmed. (See sketch/map attachment)

Removal of Trimmings and Debris As work progresses, all trimmings and debris shall be shredded and hauled away on the day of the trimming. **No trimmings or debris shall be left overnight at the park unless authorized by Park Supervisor, Creighton Mattoon Jr.** Trimmings and debris shall not be disposed of in the park trash containers but shall be transported to a disposal site that meets the requirements of local ordinances and regulations applicable to refuse disposal. Any deviation from this requirement must have the prior approval of the Parks District Superintendent.

GENERAL TREE TRIMMING SPECIFICATIONS:

- Never remove more than 25% to 33% at any given time *unless discussed with the Park Supervisor or District Superintendent in advance.*
- Ensure at least two-thirds of the tree's total height retains healthy branches and leaves.
- Prune first for safety (removing hazards), second for health (clearing diseased or rubbing branches), and lastly for aesthetics and proper shaping.

/ Remove any trees marked with “X” as close to grade as possible.

/ All cutting tools shall be kept sharp for best cut quality. All cuts shall be made clean and proper to ensure maximum tree health and vigor.
No work shall commence until a purchase order is issued by a designated representative from State Parks.

General

a. All work shall be done between 7:30 a.m. to 4:30 p.m., Monday through Friday. No work shall be done on State holidays or on the weekends. Arrangements to Access the park before or after work hours must be coordinated with Les Jeremiah, District Superintendent who may be contacted at (808) 281-0189

b. The Bidder shall provide safety signs, barricades, and other devices necessary for the safety and convenience of the public. The bidder shall always conduct his/her work to assure the least possible disruption to normal public traffic (vehicular and pedestrian) and allow for the free flow of traffic and public rights-of-way.

c. Any damage to plants, structures, park facilities, and other items in the area and adjoining properties shall be repaired and/or replaced by the Bidder at his/her own expense and restored to the satisfaction of the Parks District Superintendent and the injured party(s).

d. Adverse conditions which may require major field changes not stated in the contract must be reported to the Parks District Superintendent prior to commencement or continuation of work.

e. **There shall be no overnight storage of vehicles or equipment in the park.**

The Bidder shall re-execute any work that fails to conform to the requirements of the purchase order agreement and shall immediately remedy any defects due to faulty workmanship by the Bidder. Should the Bidder fail to comply, the State reserves the right to engage the services of another company to perform the services and to deduct such costs from monies due to the Bidder.

SPECIAL PROVISIONS The bid award shall be based on the availability of funds or the Exemption of Contractual Services for UPW Type Work approval. State Parks reserves the right to cancel the agreement or a location with thirty 30 days advance written notice.

Term

Work shall be completed within **(5)** working days.

Bidder Qualifications Bidder shall have a type C-27 or C-27B tree-trimming license from the State of Hawaii, Department of Commerce and Consumer Affairs. Also, it is preferred but not required to have a Western Chapter ISA Certified Tree Worker or Certified Arborist certifications. Bidder shall provide a copy of the license and certificate. An award will not be made to any Bidder failing to meet this qualification requirement.

The bidder shall have a permanent office location from where he/she conducts business and where he/she will be accessible to telephone calls regarding complaints or requests that need immediate attention. An answering service is acceptable provided a response is made within two (2) hours of the initial call.

The bidder shall have adequate equipment and a number of employees to perform and complete the work specified herein within the period specified.

Bidder shall be compliant through Hawaii Compliance Express (HCE) pursuant to Chapter 103D, Hawaii Revised Statutes. Vendors/contractors/service providers should register with HCE prior to submitting an offer at https://vendors.ehawaii.gov. The annual registration fee is $12.00, and the "Certificate of Vendor Compliance" is accepted for the execution of contract and final payment. Vendors/contractors/service providers are advised to register on HCE as soon as possible. If a vendor/contractor/service provider is not compliant on HCE at the time of award, the Bidder will not receive the award.

Please make sure that your bid is correctly entered on "BID QUOTATION FORM". No bid will be accepted unless it completed filled out with all of its required information.

Site Inspection Please see **SKETCHED MAP** and attached photos of all trees to be trimmed or removed. A pre-offer conference meeting will be held by our Park Supervisor, Creighton Mattoon Jr. to go over all trees that require trimming or removal. ***It is highly encouraged and recommended for all interested bidders to attend this meeting to attain the pertinent information firsthand to ensure bid accuracy.*** Please see solicitation notes for all contact information and details. Prior to submitting an offer, Bidder may also inspect the locations to thoroughly familiarize themselves with existing conditions, rules and regulations, and the extent and nature of work to be performed. Bidder inspection is not mandatory; however, submission of an offer shall be evidence that the Bidder understands the scope of the project and shall comply with specifications herein, if awarded the contract. **General Trimming specifications** are provided above as an example of how the trees are to be trimmed. No additional compensation after the bid opening shall be allowed by reason of any misunderstanding or error regarding site conditions or work to be performed.

Bid Quotation Unit bid price shall include labor, transportation, all applicable taxes, and any other costs incurred to provide services specified. The total bid quotation shall be based upon the bid information in Attachment IV for

Liability Insurance

The following minimum insurance coverage(s) and limit(s) shall be provided by the Contractor:

Coverage	Limits
Commercial General Liability	$1,000,000 combined singled limit per occurrence for bodily injury and property damage
Automobile Liability	$2,000,000 general aggregate $1,000,000 combined single limit per occurrence for bodily injury and property damage

Each insurance policy required shall contain the following clauses:

1. "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the State of Hawaii, Department of Land and Natural Resources, Division of State Parks, 1151 Punchbowl Street, Rm. 310, Honolulu, HI 96813.

2. "The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii."

3. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy.

4. The minimum insurance required shall be in full compliance with the Hawaii Insurance Code.

Prior to the commencement of the work, the Bidder agrees to deposit with the State of Hawaii certificate(s) of insurance necessary to satisfy the State that the insurance provisions have been complied with.

Failure of the Bidder to provide and keep in force such insurance shall be regarded as material default, entitling the State to exercise any or all the remedies provided for the termination of services.

The procuring of such required insurance shall not be construed to limit Bidder's liability hereunder

nor to fulfill the indemnification provisions and requirements. Notwithstanding said policy or policies of insurance, Bidder shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with the services.

Applicable Laws The Bidder shall comply with all applicable laws of the federal, state and county governments to include but not limited to laws relating to workers' compensation, unemployment compensation and worker safety.

Due Care The Bidder and its employees shall at all times use due care for the public's safety in its operations and shall be responsible for its own actions.

Start of Work Work shall commence as indicated on the purchase order(s) issued by the Department of Land and Natural Resources. The Bidder must notify the Oahu District Superintendent one week in advance before starting work at any location. The Parks District Superintendent shall schedule the priority of work. All work within an area must be finished before commencing work in the next area

Time of Completion The work shall be completed within five (5) working days from the commencement date on the purchase order or as indicated by the Parks District Superintendent. In the event the Bidder fails to complete the work within the specified period, liquidated damages will be assessed.

Liquidated Damages Liquidated damages are fixed at a sum of ONE HUNDRED DOLLARS ($100.00) for each calendar day the Bidder fails to perform in whole or in part any of his obligations specified herein. Liquidated damages, if assessed, may be deducted from any payments due or to become due to the Bidder.

Invoicing Bidder shall send an original invoice upon completion of all services listed in the purchase order. The original shall state that "This is an original bill", shall be signed and sent to:

Department of Land and Natural Resources
Division of State Parks
Oahu District
480 Makapuu Avenue
Honolulu, HI 96816