

SPECIFICATIONS

This section indicates the Specifications required for the security guard services at the Department of Hawaiian Home Lands (DHHL) Bowl-O-Drome site, 820 Isenberg Street, Honolulu, Hawaii 96826 ("the site"). The Specifications listed herein are the minimum requirements and are mandatory for an accepted bid.

Scope of Work

Contractor shall furnish:

One (1) uniformed Security Guard to protect and ensure the safety of authorized individuals, which include DHHL's consultants, sub-consultants, and contractors that may be at the site, prevent unauthorized individuals from loitering or squatting on the site, and protect the building and property for a period of one (1) year, twenty-four hours a day, seven days a week, commencing on the date designated in the Notice to Proceed. With 30 days advance notice, DHHL may terminate the contract sooner. Security is required for entire the site. (See attached site map)

Bidders are cautioned to review the Specifications carefully and thoroughly. Bidders shall carefully review this solicitation for defects and questionable or objectionable matter. All questions shall be submitted in writing via e-mail (preferred method) to kamaano.mills@hawaii.gov. The submittal of a bid shall be considered as acceptance of the Specifications as published.

The site is vacant. It is currently under an environmental review for redevelopment and the building interior contains hazardous materials. The building has been secured as a result from unauthorized entry. Authorized entry is permitted only by DHHL Land Management Division and only when authorized individuals going inside the building wear personal protective equipment. There may be no restrooms, running water or shelter available on site. The primary reason for requiring security is to prevent access by unauthorized individuals, particularly the homeless in the adjacent park from squatting on the site or entering the secured building.

Security Guards' Duties

Security Guards shall be under the supervision of the Contractor with on-site supervision and duties shall include but are not limited to the following:

1. Thoroughly inspect, tour and patrol the site which includes the parking lot area and the perimeter of the building to ensure doors and windows are secure and there have been no break-ins or unauthorized individuals inside the building or loitering around the parking lot area. This shall include reporting of potentially hazardous or unsafe conditions, unauthorized trespassing by individuals, inoperable exterior security lights, unlocked driveway fence gate, etc., which require reporting to an authorized DHHL representative.
2. Security guards will remain on active patrol throughout the shift. Regular patrol rounds of the premises will occur no less than once every thirty (30) minutes with continuous patrol during the shift. Reading materials, electronic devices, hobby/craft materials, or any other non-essential materials will not be allowed on the site unless specifically authorized by the site supervisor. Security guards shall not enter the building due to the presence of hazardous materials. No visitors or guests of guards will be permitted on the job site.

3. Guards will remain observant during meal breaks and be prepared to respond as needed. (The associated cost should be included in bid pricing)
4. Except for police, fire or emergency medical personnel, confirm the credentials of individuals requesting access on site to ensure they have been authorized by the Land Management Division of DHHL. Be courteous and friendly to authorized individuals on site and provide the best possible services to them and present the best image for the State.
5. Prepare and maintain logs and report all discrepancies, unusual incidents, potential safety hazards, and equipment malfunctions to the DHHL assigned land agent for corrective action on a daily basis.
6. Unlock/secure entrance driveway gate as needed for access by authorized individuals, DHHL staff, or emergency personnel. Turn on/turn off exterior security lights as needed if automatic sensor fails to activate the security lights timely.
7. Consult with the DHHL Land Management Division assigned land agent for the site or in his absence, the Land Management Division administrator when necessary to resolve problems whenever uncertain or in doubt. Emergencies outside of business hours should be reported to the Land Management Division administrator.
8. Perform other related duties and responsibilities as may be assigned by the DHHL assigned land agent, or in his absence, the Land Management Division administrator.

Security Guard Qualifications

The following are considered bona fide occupational qualifications for individuals to be assigned duties under these specifications:

1. Should be investigated by the Contractor before entering on duty to determine good character and reputation, suitability for employment, and personal qualifications meeting required employment standards. This investigation may include such things as inquiries of former employers, references, and schools attended. Certified summaries of the Contractor's investigations shall be provided on request.
2. Shall possess maturity, good judgment, courage, alertness, tact, self-reliance, even temperament, and an ability to maintain good performance.
3. Shall possess a good working knowledge of security guard position requirements; have a high school education, or equivalent, or be a veteran with police or military experience commensurate with the type of service to be rendered; be proficient in the reading and comprehensive understanding of printed regulations and detailed written orders; and be able to compose reports and communicate verbally to clearly convey complete factual information.
4. Shall be in good general health without physical defects or abnormalities, which would interfere with the performance of duties. Must be able to stand or walk (patrol) for EIGHT (8) straight hours.
5. When on duty, the security guards shall refrain from having visitors and socializing.

6. Shall not be presently suffering from any psychiatric or psychological disorder which is directly related and detrimental to a person's performance in the profession in compliance and as required by Chapter 463, HRS and Chapter 16-97, HAR.
7. At least 18 years of age.
8. Present a neat, clean, non-threatening appearance.
9. Hear normal conversation (prosthetic acceptable).
10. 20/20 vision or corrected 20/40 vision w/glasses.
11. All guards, and all agents, operatives, and assistants employed by a guard agency, private business entity, or government agency who act in a guard capacity shall apply to register with the board, and meet the registration, instruction, and training requirements prior to acting as a guard per HRS §463-10.5.

The Contractor shall have proof of completed background investigation, criminal records check, and brief summary resume for all personnel assigned under this contract. DHHL reserves the right to request proof of all documents. Failure to comply with this request shall result in rejection of the offer.

Contractor Responsibilities

1. Contractor shall provide uniforms and name tags for all employees providing services under this contract. Uniform and name tag shall be worn at all times while on duty. Shoes and socks must be worn while on duty.
2. The Contractor shall only assign and provide guards that meet the requirements listed in the SPECIFICATIONS under Security Guard Qualifications.
 - a. The Contractor shall be responsible for the training of guard personnel prior to the start of the contract period.
 - b. Contractor must complete security criminal background checks and complete testing for illegal substances on all guard personnel assigned to site. The Contractor shall also provide only guards that meet the qualifications requirements listed under "Security Guard Qualifications."
3. Contractor shall provide all equipment (including, but not limited to, writing instruments, security logs, rain gear, flashlights, and telecommunication devices) necessary for security personnel to complete their duties described above. With DHHL permission, Contractor may set-up temporary shelter or transport a portable toilet on site for use by its security personnel during the contract period.
4. Contractor will be held responsible for any repairs for equipment damaged by Contractor's employees.

Failure to meet or assign guards that do not meet any of the responsibilities and/or qualifications shall be sufficient cause for rejection of the bid and/or cancellation of the contract.

Supervision, Inspections and Work Quality Control

1. Contractor shall maintain, at all times, an adequate number of properly trained personnel and competent supervision.
2. All employees shall be bonded.
3. Contractor shall maintain at all times a steady crew/work force, and shall immediately advise the DHHL assigned land agent or the Land Management Division administrator of any substantial change in composition of the Contractor's work force.
4. Contractor shall provide continuous and ongoing supervision of its employees, including providing adequate instructions and/or training for the work to be performed under this contract.
5. Contractor shall provide the names of the supervisor(s) and any subsequent changes to those names.
6. Contractor shall at all times maintain good order among its employees and shall insure compliance with all building rules and regulations.
7. Courtesy shall be extended to all DHHL staff and authorized individuals at all times.
8. Routine and unannounced checks (park, inspect, and account for all personnel on duty) of security personnel must be conducted on a regular basis during all shifts.
9. Supervisors are to sign in to the hourly security log being maintained by the security guard as evidence of the inspection.
10. Provide weekly report forms to the DHHL assigned land agent including a section to indicate inspections by field officers, supervisors, or managers.

Record Keeping

1. Contractor shall prepare all security related forms and logs including checklists, trespass documents, incident reports, safety and maintenance reports, etc. as needed.
2. Form formats shall be provided by the Contractor and approved by DHHL prior to use. Forms must be regularly updated by Contractor to reflect the current situation on the site. All forms changes must be submitted to the DHHL assigned land agent for prior approval.
3. Security personnel shall make entries concerning their general patrol activity and findings in a security log.

Vandalism

Vandalism shall be reported to the DHHL assigned land agent immediately upon discovery; incident reports to be prepared and detailed by Contractor.

Rules

1. Unauthorized individuals shall not be permitted within the perimeter of the site.
2. No unauthorized personnel shall accompany the Contractor's employees to work.
3. No unauthorized use of telephones except in cases of emergency.
4. No possession or consumption of intoxicating beverages or illegal drugs or intoxicating quantities of un-prescribed legal drugs shall be permitted on the property.

Safety

Contractor shall adhere to all State, Federal, and local requirements related to safety on premises.

Extra Work

Adverse conditions that may require major field changes not stated in the contract must be reported to the DHHL assigned land agent for determination before proceeding with the work. In the absence of the assigned land agent, the Land Management Division administrator shall be contacted instead. Contractor shall request authorization from DHHL prior to the performance of any other "extra" work, beyond the tasks listed in the Specifications.

Loss or Damage to State Property

Contractor shall take proper precautions when working on-site to protect any and all structures, infrastructure and utilities. Any loss of or damage to DHHL property caused by negligence of the Contractor or its employees, shall be replaced, repaired, and/or paid for by the Contractor. The Contractor shall be responsible for any type of key(s) issued and shall pay for the cost of replacing lost keys or re-keying of the locks as determined by DHHL.