

**ADDENDUM TO SOLICITATION NO. B18000313  
SECURITY GUARD SERVICES FOR DHHL LANDS IN HONOLULU**

A pre-offer conference and walking tour was held at the Bowl-O-Drome site at 820 Isenberg Street, Honolulu, on Wednesday, September 13, 2017, at 10:00 am. Representatives from the following companies were in attendance:

- Jan-Guard Hawaii
- Kahu Security

A brief background about the history of the site and DHHL's plans to redevelop the property for a mixed-use project was shared with the attendees. A walking tour starting from the street front and continuing around the rear of the property followed. Security services will be required 24/7 for about one year. Depending on the development schedule, DHHL may terminate the contract before one year, with 30 days advance notice.

The following matters were covered during the walking tour:

- The property is currently under an environmental review. Security services will be needed until a developer takes possession of the property.
- Trenches that have been filled-in in various locations around the property are the result of consultants performing archaeological studies; guards will need to be careful around them, especially at night, as some of the areas that have been filled-in are uneven.
- The front fence gate should be secured at all times and information about all visitors must be noted as to their name, from what company, the purpose of their visit, when they arrived, and left the site.
- The fence gates installed at the street front of the property are padlocked. For access to the Makai alleyway of the building, a security guard would enter the alleyway from the rear of the parking lot.
- A landscape maintenance contractor is scheduled to perform landscape services twice a month around the property and includes bulky item disposal and removing or paint-over graffiti on the building
- The exterior of the building, the parking lot areas on the side of the Bowl-O-Drome building, at the rear, and the perimeter fence bordering Stadium Park all are part of the premises covered under the contract.
- DHHL's environmental consultants have secured the doors to the Bowl-O-Drome building; no entry is permitted inside the building without DHHL's permission and wearing hazmat suits. Guards need to confirm that the doors are secured during their rounds.
- The location of the electrical panel where the exterior security lights are controlled were pointed out. The key to the panel will be provided. There is a photo cell sensor that automatically turns the exterior security lights on and off.
- No additional lighting is expected to be installed for the exterior since the premises will be redeveloped. Sufficient lighting for the Makai alleyway is provided by the light fixtures in the parking garage of the adjacent condominium tower.
- No restrooms are available so the guard service needs to provide a porta-potty and shelter. Electricity is available to charge phones. Access to water is limited and through a hose bib at the rear of the building.

- Site visits by DHHL's environmental consultants are expected over the next several months which will include abatement work and possibly demolition of the building, depending on the development schedule. DHHL will notify the contractor in advance when the work is scheduled so the security guards are aware what areas to avoid during their rounds. Guards should especially scrutinize visitors who are requesting access onto the property but have not been pre-authorized by DHHL.
- A consultant is on site around the middle of every month to read the HECO meter inside the building.
- The current security guard service contract expires October 31, 2017; the new contract will cover from November 1<sup>st</sup>.
- Any questions should be emailed to Allen Yanos at the address shown in the solicitation by 9:00 am on Thursday, September 14, 2017. The responses will be issued via an addendum posted the following day, on Friday, September 15<sup>th</sup>.

## QUESTIONS

1. **Are there prevailing wage requirements?**  
*No, not for guard services. They would be applicable if construction were involved.*
2. **What are your insurance requirements?**  
*If you are registered on HlePro, your company should already have complied with the basic requirements for insurance. However, we will require that the winning bidder provide the following information shown in the attached Exhibit "A" upon contract award.*

**EXHIBIT "A"**

License:

Offeror's Guard Agency License Number for Security Services: \_\_\_\_\_

Company Information:

Offeror (company): \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ (Answering service is not acceptable)

Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Fidelity Bond

Insurer \_\_\_\_\_

Policy expiration date: \_\_\_\_\_ Name of Agent \_\_\_\_\_

Insurance Coverage:

|                              | <u>Carrier</u> | <u>Policy No.</u> | <u>Agent</u> |
|------------------------------|----------------|-------------------|--------------|
| Commercial General Liability | _____          | _____             | _____        |
| Automobile Liability         | _____          | _____             | _____        |
| Workers' Compensation        | _____          | _____             | _____        |
| Temporary Disability         | _____          | _____             | _____        |
| Prepaid Health Care          | _____          | _____             | _____        |

Unemployment Insurance State of Hawaii I.D. No. \_\_\_\_\_