

REQUEST FOR QUOTES
(CHAPTER 103D, HRS)

RFQ No. PMB-2017-62

**Furnish Tree Trimming / Tree Removal Services for Puuwai Momi under Asset Management Project 30
Aiea, Oahu, Hawaii**

Notice is hereby given pursuant to Chapter 103D, Hawaii Revised Statutes (HRS), the Hawaii Public Housing Authority (HPHA) will be accepting quotes to furnish tree trimming / tree removal services at the following location under Asset Management Project 30 (AMP 30) on Oahu:

Asset Mgmt Project	Property / Address
30	Puuwai Momi, 99-132 Kohomua St., Aiea, HI 96701

I. Scope of Services

The goals of the tree trimming services is reduce potentially hazardous tree conditions, and to provide proper tree clearances to protect people and property around and under the trees from injury or damage.

1. Trees trimming shall be defined as:
 - a. Remove all dry & excessive fronds, blossoms, sheaths, buds, & nuts.
 - b. Remove all fronds growing against, into, or on building and utility wires by topping individual fronds so that bases of leaf stalks are retained to protect the heart of the palm. Remove all hanging fronds caused by the Successful Offeror's damage to the base of leaf stalks.
 - c. Trees shall not be overtrimmed, resulting in fronds appearing like feathers in the sky. Short stubs shall be left on the uppermost whorl of trimmed fronds to protect the heart and to minimize excessive drooping of remaining fronds on all trees.
 - d. Nesting birds within treetops shall not be removed or killed.
2. Tree removal shall be defined as remove to ground level, stump to be removed 10 inches below, and fill hole level with mulch.

See Exhibit A.

II. Removal of Trimmings and Debris

The Awardee shall completely remove all trimmings and any other debris resulting from the work on a **daily** basis. All refuse shall be disposed of off-site at locations meeting all Federal, State and County ordinances and regulations. As possible, the Awardee shall dispose of refuse at recycling facilities. Burning of trimmings and debris at the work site shall not be allowed.

The Awardee shall not dispose of tree trimmings or debris on HPHA property or in HPHA's trash receptacles.

Trimmings and debris which may include sawdust generated as a result of the work, shall not be left unattended at the work site by the Awardee.

The HPHA reserves the right to take, remove and use any of the trimmed materials. In such an event, the HPHA shall segregate and remove the desired trimmings from the work site. The HPHA shall notify the Awardee prior to the start of work of its intention to exercise this right.

There shall be no exceptions to the requirements on removal of trimmings and debris.

III. Arborist

For the duration of the contract, all tree trimming and removal work shall be under the direct supervision of a certified Arborist with at least three (3) years of experience supervising work similar in scope to that specified in this contract. Please provide proof of arborist certification.

The certified Arborist shall be on site at all times when work is being performed. All work shall be in accordance with ANSI A300 for Tree Care Operations, and ANSI Z133.12006 Pruning, Trimming, Repairing, Maintaining, and Removing trees and Cutting Brush Safety Requirements. No breaks will be allowed to accommodate the use of one (1) certified Arborist on a separate contract or job. The certified Arborist shall be in compliance at all times with the contract requirements. In the event that the Contractor fails to provide a certified Arborist at the worksite during any phase of ongoing tree operation, the Contract Administrator (hereinafter referred to as the "CA") or his/her designee has the right to temporarily suspend work operation and/or terminate the contract during any phase of the contract due to Contractor's non-compliance. Work operation may resume upon approval by the Contract Administrator and/or designee, when the Contractor's non-compliant performance has been satisfactorily corrected for all non-performance issues. Any losses resulting from work delays due to the Contractor's non-compliant performances shall be the sole responsibility of the Contractor and shall be promptly remedied by the Contractor at his/her own expense.

IV. Damages

The Awardee shall repair all damages caused by Awardee's equipment or employees to existing utilities and structures, such as water lines, electric conduits, sewer lines, and buildings. If such repairs are not completed within a reasonable time, the HPHA reserves the right to purchase services for the necessary repairs from the open market and to deduct all repairs costs from moneys due or may thereafter become due to bidder. In the event money due to the bidder is insufficient for this purpose, bidder shall pay the difference upon demand by the HPHA.

The Awardee shall take precautions against damages caused by the hauling of large branches from falling to shredder or trash removal vehicles. All damages shall be repaired at the expense of the Awardee. If such repairs are not completed within a reasonable time, the HPHA reserves the right to purchase services for the necessary repairs from the open market and to deduct all repairs costs from moneys due or may thereafter become due to bidder. In the event money due to the Successful Bidder is insufficient for this purpose, the Successful Bidder shall pay the difference upon demand by the HPHA.

V. Site Visitation

The HPHA shall conduct a site visitation on Friday, December 29, 2017 at 10:00 a.m. Hawaii Standard Time (HST). The HPHA strongly recommends that all interested offerors attend. Attendees are being asked to meet at the AMP 30 Management Office located at 99-132 Kohomua St., Aiea, , HI 96786.

VI. Work Schedule

The Awardee shall provide a work schedule prior to the prior to the start of services. Work shall be performed Monday – Friday, excluding State holidays, from 8:30 a.m. – 3:00 p.m. HST.

VII. Time of Performance

The Successful Offer shall commence work upon issuance of the Notice to Proceed and complete no later than seven (7) calendar days.

VIII. Compensation and Payment Terms

Section 103-10, Hawaii Revised Statutes provides that the HPHA shall have 30 calendar days after receipt of invoice or satisfactory delivery of goods or performance of the services to make payment.

The awardee shall submit invoices to:

Hawaii Public Housing Authority
Asset Management Project 30
P.O. Box 17907
Honolulu, Hawaii 96817

IX. Campaign Contributions by State and County Contractors Prohibited

If awarded a Contract in response to this solicitation, the Successful Bidder agrees to comply with §11-355, HRS, which states that campaign contributions are prohibited from a State and County government Contractor during the term of the Contract if the Contractor is paid with funds appropriated by the legislative body between the execution of the Contract through the completion of the Contract.

X. Quote

The total quote amount shall be the all inclusive cost to the HPHA, including all applicable taxes, for providing the services specified. The HPHA is not responsible for and shall not pay overtime pay resulting from the Awardee's scheduling of staff.

The quote shall include all administrative and personnel costs and any increase in costs for benefits required by law that are automatically increased as a result of increase wages, such as Federal old age benefits, workers' compensation, temporary disability insurance, unemployment insurance, and prepaid public health insurance.

Quote Due Date: January 5, 2017; 2:00 p.m. HST

If you have any questions, please contact Mr. Rick Sogawa at 832-6038.



SPECIAL CONDITIONS

I. General Requirements

Certifications of Eligibility

Prior to award of a contract, the Successful Offeror is required to submit the following documents to the HPHA to demonstrate compliance with State laws:

1. Tax Clearance, Form A-6;
2. Department of Labor and Industrial Relations, Application for Certificate of Compliance, Form LIR #27; and
3. Certificate of Good Standing issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG).

Alternately, instead of separately applying for these (paper) certificates at the various state/federal agencies, the applicant may choose to use the Hawaii Compliance Express (HCE), which allows business to register online through a simple wizard interface at:

<http://vendors.ehawaii.gov/hce/splash/welcome.html>

The HCE provides the applicant with a "Certificate of Vendor Compliance" with current compliance status as of the issuance date, accepted for both contracting purposes and final payment. Vendors that elect to use the new HCE services will be required to pay any annual fee of \$12.00 to the Hawaii Information Consortium, LLC (HIC).

II. The HPHA and the Successful Offeror are subject to the following mandatory Federal contract clauses:

- A. Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.
- B. **Examination and Retention of Contractor's Records.** The HPHA, HUD or Comptroller General of the United States or any of their duly authorized representatives shall, until three years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.
- C. **Right in Data and Patent Rights** (Ownership and Proprietary interest). The HPHA shall have exclusive ownership of all proprietary interest in and the right to full and exclusive possession of all information materials, and documents discovered or produced by the Contractor pursuant to the terms of this Contract.

- D. **Energy Efficiency.** The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State of Hawaii.
- E. **Termination of Cause and for Convenience.** The HPHA may terminate this contract in whole, or from time to time in part for the PHA's convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). Any notice of termination shall be provided in writing. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the HPHA all information, reports, papers, and other materials accumulated or generated in performing the contract, whether completed or in process.

Exhibit A: Scope of Services

Location of Service:	Puuwai Momi			
Type of Tree	Description of Work	Qty.	Bldg.	Location
Coconut	Remove all dry & excessive fronds, blossoms, sheaths, buds, & nuts. Remove all fronds growing against, into, or on building and utility wires by topping individual fronds so that bases of leaf stalks are retained to protect the heart of the palm. Remove all hanging fronds caused by the Contractor's damage to the base of leaf stalks. Trees shall not be overtrimmed, resulting in fronds appearing like feathers in the sky. Short stubs shall be left on the uppermost whorl of trimmed fronds to protect the heart and to minimize excessive drooping of remaining fronds on all trees. Nesting birds within treetops shall not be removed or killed.	1	1-B	Front
		2	2-D	Side by fence
		1	3-C	Back
		1	4-B	Side
		1	4-C/D	Back
		2	5-D	Side
		1	7-A	Back
		1	8-A	Back
		1	8-B	Back
		1	9-B	Back
		1	9-C	Back
		1	9-E	Back
		1	10-B	Back
		1	10-D	Side
		1	12-A	Side
		1	16-B	Back
		1	19-A	Back
		1	19-C	Back
		1	20-B	Back
		1	20-C	Back

		1	20-D	Back
		2	20-D	Front
		1	25-C	Side
		1	26-C	Back
Coconut	remove to ground level, stump to be removed 10 inches below, fill hole level with mulch	1	8-A	Back
	Total	28		