

**FURNISHING REFUSE COLLECTION SERVICE
FOR THE
HAWAII STATE PUBLIC LIBRARY SYSTEM
ISLAND OF OAHU
HSPLS 19-01**

SCOPE

Contractor shall provide refuse collection and disposal service for designated libraries and agencies of the Hawaii State Public Library System (HSPLS) on Oahu as listed in the attached Service Schedule. Such service shall include all labor, transportation, and equipment and refuse containers necessary to collect and dispose of refuse in accordance with these Specifications, Special Provisions and 103D General Conditions.

HSPLS reserves the right to add to the contract new or existing libraries at the contracted cubic yard price.

COLLECTION AND DISPOSAL

1. Containers shall be emptied completely during collection, with a minimum of spillage of dust or solids. Spillage of any type shall be completely picked up by the Contractor and the areas left broom clean, free of any debris and rubbish.
2. Empty refuse containers shall be replaced at their stations in a condition that will be safe and accessible to the users.
3. Contractor shall dispose of all refuse collected by transporting to disposal sites that meet the requirements of local ordinance and regulations applicable to refuse disposal.

EQUIPMENT

Vehicles and equipment used by Contractor to collect and remove the refuse shall at all times be clean and well maintained, both mechanically and in appearance. All equipment used to collect and remove refuse shall be covered to prevent littering.

CONTAINERS

1. The number of containers required under this contract is specified in the attached Service Schedule. Containers shall be of three-cubic yard capacity. Larger six-cubic yard containers may be used only with the approval of the library. HSPLS reserves the right to increase or decrease the number or size of containers when necessary.

2. Containers shall be of metal construction, with casters and plastic covers that can be easily opened, closed and locked. The Branch Manager may require substitution of damaged, defective or unsanitary containers at no additional cost to HSPLS by notifying the Contractor in writing.
3. If the Contractor awarded this contract is other than the Contractor currently providing the service, all refuse containers must be delivered to the site locations on July 31, 2018 to prevent any interruption of service to the facility.
4. All containers installed at the start of the contract period (August 1, 2018), shall be clean, uniformly and freshly painted, and in good repair. In the event that the present Contractor is awarded the contract, containers presently at the library sites must meet this requirement.
5. Contractor shall maintain an ample supply of spare containers to serve as replacements or additions, in order that refuse can be handled without delay.
6. The Branch Head shall determine the locations of containers for each library.
7. Contractor will not be responsible for the condition of any container that has been maliciously burned.
8. The Contractor shall provide containers that can be secured to prevent unauthorized dumping. The Contractor is required to furnish locks and spare keys to the Branch Head at all locations at no additional expense to the State.

MAINTENANCE OF CONTAINERS

1. Contractor shall wash and deodorize all containers at least twice a month.
2. Contractor shall oil movable parts (hinges and casters, etc.) quarterly and/or when necessary.
3. Equipment, water, and materials need to perform required maintenance shall be furnished by the Contractor.
4. Contractor shall keep containers in good repair and appearance at his own expense.
5. Any container deemed by the Branch Head to be undesirable shall be replaced with an acceptable container within three (3) calendar days of notification that container is unacceptable. Contractor shall respond within three (3) working days after receiving notification of an undesirable container by reporting to the Branch Head of the action taken to correct the deficiency.

6. Failure of the Contractor to provide replacement for an undesirable container within three (3) calendar days of notification as specified in item 5 above shall be deemed sufficient cause for assessing a penalty of \$20.00 per day per container.

AVERAGE CUBIC YARD PER MONTH

The average numbers of cubic yards of refuse generated per month to be used in invoicing HSPLS each month is calculated as follows:

$AV = X \text{ divided by } 12 \text{ months}$

Where, AV = the average number of cubic yards per month used to invoice HSPLS each month; and

X = the total maximum number of cubic yards per year.

The Contractor will submit monthly invoices based on the average cubic yards per month multiplied by the current contracted price per cubic yard. The average cubic yards per month will be adjusted as the number of container increase/decrease or the frequency of pickup changes as approved by the Contract Administrator through written authorization.

Charges for extra pickups, extra bins, excess refuse, etc., not specified herein, shall be submitted on a separate invoice. Charges shall be based on the actual cubic yards multiplied by the current contracted price per cubic yard. In particular, charges for emergency services shall be invoiced in this manner.

COLLECTION SCHEDULE

1. Collection day(s) shall be arranged with the Branch Head at each location in accordance with the Service Schedule attached. Changes in days designated for collection and disposal service may be made, provided written approval is received from the Branch Head.
2. Contractor shall submit, not later than ten (10) days after receipt of the purchase order, a complete time schedule for each location listed herein, to Contract Administrator. Contractor shall schedule pickups such that pickups are done approximately the same time of each day consistently throughout the contract period.
3. Collections will NOT be scheduled earlier than 6:00 a.m. and all pickups will be completed no later than 6:00 p.m. of the scheduled pickup day. No night trash pickups shall be allowed unless approved by the Contract Administrator.
4. If for any reason collection is not made as scheduled, Contractor shall be given twenty-four (24) hours to "make up" a collection without being penalized. If "make up" collection is not made within twenty-four (24) hours, the cost of a pickup (3 or

6 cu. yds., depending on the container size) will be deducted from the monthly invoice. Branch Heads will inform the Contractor of any missed pickups in writing.

5. Branch Heads are authorized to schedule additional pickups for their library. Additional pickups are to be billed on a separate invoice.
6. Contractor shall take into consideration the preferred pickup days when developing the Collection Schedule. Reference worksheet "Preferred Pickup Schedule".

SERVICE SCHEDULE AND LOAD
HAWAII STATE PUBLIC LIBRARY SYSTEM
FISCAL YEAR 2019

LOCATION	NO. OF 3 CU. YD. CONTAINERS	NO. OF 6 CU.YD. CONTAINERS	PICKUPS PER WEEK	MAX CU. YD.	
				PER WEEK	PER YEAR
1. Aiea Public Library 99-374 Pohai Place Aiea Hawaii 96701	1		1	3	156
2. Ewa Beach Public and School Library 91-950 North Road Ewa Beach, Hawaii 96706	1		1	3	156
3. Mililani Public Library 95-450 Makaimoimo Street Mililani, Hawaii 96789	1		2	6	312
4. Nanakuli Public Library 89-070 Farrington Highway Waianae, HI 96792	1		1	3	156
5. Pearl City Public Library 1138 Waimano Home Road Pearl City, Hawaii 96782	1		2	6	312
6. Salt Lake-Moanalua Public Library 3225 Salt Lake Boulevard Honolulu, Hawaii 96818	1		3	9	468
7. Wahiawa Public Library 820 California Avenue Wahiawa, Hawaii 96786	1		1	3	156
8. Waialua Public Library 67-068 Kealohanui Street Waialua, Hawaii 96791	1		2	6	312
9. Waianae Public Library 85-625 Farrington Highway Waianae, Hawaii 96792	1		1	3	156
10. Waipahu Public Library 94-275 Mokuola Street Waipahu, Hawaii 96797	1		1	3	156
11. Kapolei Public Library 1020 Manawai Street Kapolei, Hawaii 96707	1		2	6	312

SERVICE SCHEDULE AND LOAD
HAWAII STATE PUBLIC LIBRARY SYSTEM
FISCAL YEAR 2019

LOCATION	NO. OF 3 CU. YD. CONTAINERS	NO. OF 6 CU.YD. CONTAINERS	PICKUPS PER WEEK	MAX CU. YD.	
				PER WEEK	PER YEAR
12. Aina Haina Public Library 5246 Kalanianaʻole Highway Honolulu, Hawaii 96821	1		1	3	156
13. Hawaii Kai Public Library 249 Lunalilo Home Road Honolulu, Hawaii 96825	1		2	6	312
14. Kailua Public Library 239 Kuulei Road Kailua, Hawaii 96734	1		2	6	312
15. Kaimuki Public Library 1041 Koko Head Avenue Honolulu, Hawaii 96816	1		2	6	312
16. Kalihi-Palama Public Library 1325 Kalihi Street Honolulu, Hawaii 96819	1		1	3	156
17. Kaneohe Public Library 45-829 Kamehameha Highway Kaneohe, Hawaii 96744	1		2	6	312
18. Liliha Public Library 1515 Liliha Street Honolulu, Hawaii 96817	1		1	3	156
19. Manoa Public Library 2716 Woodlawn Drive Honolulu, Hawaii 96822	1		1	3	156
20. McCully-Moiliili Public Library 2211 South King Street Honolulu, Hawaii 96826	1		2	6	312
21. Waikiki-Kapahulu Public Library / LBPH 400 Kapahulu Avenue Honolulu, Hawaii 96815	1		2	6	312
22. Logistics Support Section / PLB 99-143 Moanalua Road Aiea Hawaii 96701	1		1	3	156
TOTAL CUBIC YARDS (PER YEAR)	22		34	102	5,304

**HAWAII STATE PUBLIC LIBRARY SYSTEM
PREFERRED REFUSE PICKUPS SCHEDULE
FISCAL YEAR 2019**

Location	# of PU / week	PU #1	PU #2	PU #3	Days Closed	Remarks
Aiea	1	Wednesday			Sunday, Friday	Trash bin is stored in a locked gated area. Morning pick-up between 8:30 am to 4:30 pm.
Ewa Beach	1	Wednesday			Saturday, Sunday	Morning pick-ups before 10:00 am.
Mililani	2	Wednesday	Saturday		Sunday	Morning pick-ups before 10:00 am.
Nanakuli	1	Wednesday			Sunday	Morning pick-ups after 8:30 am.
Pearl City	2	Monday	Thursday		Saturday	Morning pick-ups before 10:00 am.
Salt Lake-Moanalua	3	Monday	Wednesday	Friday	Sunday	Morning pick-ups before 10:00 am.
Wahiawa	1	Monday			Sunday, Monday	Monday is best; Tuesday, Wednesday or Thursday next best; morning pick-ups before 10:00 a.m.
Waialua	2	Tuesday	Thursday		Sunday, Monday	Morning pick-ups before 10:00 am.
Waianae	1	Wednesday			Sunday	Morning pick-ups between 6:30 am and noon.
Waipahu	1	Thursday or Friday			Sunday, Monday	Trash bin is stored in a locked gated area. Janitor will unlock gate on pick-up days. If gate is locked, ring the buzzer at drive-thru window to alert staff. Morning pick-ups before 10:00 am.
Kapolei	2	Tuesday	Friday		Sunday	Morning pick-ups between 6:30 am and noon.
Aina Haina	1	Tuesday			Sunday, Monday	Morning pick-ups before noon.
Hawaii Kai	2	Tuesday	Saturday		Sunday, Friday	Morning pick-ups before noon.
Kailua	3	Wednesday	Friday		Sunday	Morning pick-ups before 10:00 am.
Kaimuki	2	Monday	Thursday		Saturday	Morning pick-ups before 10:00 am.
Kalihi-Palama	1	Wednesday or Thursday			Sunday	Trash bin is stored in a locked gated area. Pickup between 8:30 am to 4:30 pm.
Kaneohe	2	Tuesday	Friday		Saturday	Afternoon pick-up before 5:00 p.m.
Liliha	1	Tuesday			Sunday, Friday	Morning pick-ups before noon.
Manoa	2	Tuesday	Friday		Sunday	Trash bin is stored in a locked gated area with low ceilings in the parking garage. Janitor will unlock gate on pick-up days. If Janitor not on site call 988-0460. Afternoon pick-up before 5:00 p.m.
McCully-Moiliili	2	Tuesday	Friday		Sunday, Monday	Afternoon pick-up before 5:00 p.m.
Waikiki-Kapahulu /LBPH	2	Tuesday	Friday		Waikiki - Sunday, Monday; LBPH - Saturday, Sunday	Morning pick-ups before noon.
LSS / PLB	1	Wednesday			Saturday, Sunday	Morning pick-ups before 10:00 am.

**HAWAII STATE PUBLIC LIBRARY SYSTEM
LIST OF O'AHU LIBRARIES AND LIBRARY MANAGERS
(as of 07/09/18)**

Aiea Public Library

99-374 Pohai Place
Aiea Hawaii 96701
Library Manager: Tina Takamoto
Phone: 483-7333
Email: tina.takamoto@librarieshawaii.org

Aina Haina Public Library

5246 Kalaniana'ole Highway
Honolulu, Hawaii 96821
Library Manager: Holly Kwok
Phone: 377-2457
Email: holly.kwok@librarieshawaii.org

Ewa Beach Public & School Library

91-950 North Road
Ewa Beach, Hawaii 96706
Library Manager: Shari-Lynn Murphy
Phone: 689-1204
Email: shari-lynn.murphy@librarieshawaii.org

Hawaii Kai Public Library

249 Lunalilo Home Road
Honolulu, Hawaii 96825
Library Manager: Colleen Lashway
Phone: 397-5833
Email: colleen.lashway@librarieshawaii.org

Kailua Public Library

239 Kuulei Road
Kailua, Hawaii 96734
Library Manager: Patti Meerians
Phone: 266-9911
Email: patti.meerians@librarieshawaii.org

Kaimuki Public Library

1041 Koko Head Avenue
Honolulu, Hawaii 96816
Library Manager: Lea Domingo
Phone: 733-8422
Email: lea.domingo@librarieshawaii.org

Kalihi - Palama Public Library

1325 Kalihi Street
Honolulu, Hawaii 96819
Library Manager: Trisha Murakami
Phone: 832-3466
Email: trisha.murakami@librarieshawaii.org

Kaneohe Public Library

45-829 Kamehameha Highway
Kaneohe, Hawaii 96744
Library Manager: Cindy Chow
Phone: 233-5676
Email: cyndi.chow@librarieshawaii.org

Kapolei Public Library

1020 Manawai Street
Kapolei, Hawaii 96707
Library Manager: Elizabeth Stewart-Marshall
Phone: 693-7050
Email: e.stewart-marshall@librarieshawaii.org

Liliha Public Library

1515 Liliha Street
Honolulu, Hawaii 96817
Library Manager: Linda Mediat
Phone: 587-7577
Email: linda.mediat@librarieshawaii.org

Logistics Support Section

99-143 Moanalua Road
Aiea Hawaii 96701
Section Head: Jon Takaki
Phone: 587-7444
Email: jon.takaki@librarieshawaii.org

Manoa Public Library

2716 Woodlawn Drive
Honolulu, Hawaii 96822
Library Manager: Christel Collins
Phone: 988-0459
Email: christel.collins@librarieshawaii.org

McCully – Moiliili Public Library

2211 South King Street
Honolulu, Hawaii 96826
Library Manager: Hillary Chang
Phone: 973-1099
Email: hillary.chang@librarieshawaii.org

Mililani Public Library

95-450 Makaimoimo Street
Mililani, Hawaii 96789
Library Manager: Wendi Woodstrup
Phone: 627-7470
Email: wendi.woodstrup@librarieshawaii.org

Nanakuli Public Library

89-070 Farrington Highway
Waianae, HI 96792
Library Manager: Kelsey Domingo
Phone: 693-7050
Email: kelsey.domingo@librarieshawaii.org

Pearl City Public Library

1138 Waimano Home Road
Pearl City, Hawaii 96782
Library Manager: Vicky Bowie
Phone: 453-6566
Email: vicky.bowie@librarieshawaii.org

Public Library Branch (PLB)

99-143 Moanalua Road
Aiea Hawaii 96701
Contact Person: Claire Ikehara
Phone: 483-7188
Email: claire.ikehara@librarieshawaii.org

Salt Lake – Moanalua Public Library

3225 Salt Lake Boulevard
Honolulu, Hawaii 96818
Library Manager: Duane Wenzel
Phone: 831-6831
Email: duane.wenzel@librarieshawaii.org

Wahiawa Public Library

820 California Avenue
Wahiawa, Hawaii 96786
Library Manager: Sharrese Castillo
Phone: 622-6345
Email: sharrese.castillo@librarieshawaii.org

Waialua Public Library

67-068 Kealohanui Street
Waialua, Hawaii 96791
Library Manager: Timothy Littlejohn
Phone: 637-8286
Email: timothy.littlejon@librarieshawaii.org

Waianae Public Library

85-625 Farrington Highway
Waianae, Hawaii 96792
Library Manager: Sheryl Lynch
Phone: 697-7868
Email: @librarieshawaii.org

Waikiki – Kapahulu Public Library

400 Kapahulu Avenue
Honolulu, Hawaii 96815
Library Manager: Melissa LePage
Phone: 733-8488
Email: mellisa.lepage@librarieshawaii.org

Waipahu Public Library

94-275 Mokuola Street
Waipahu, Hawaii 96797
Library Manager: Christine Madayag
Phone: 675-0358
Email: christine.madayag@librarieshawaii.org