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**STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS**

P. O. BOX 1879
HONOLULU, HAWAII 96805

June 7, 2019

To: Interested Parties

From: Annette Hayashi, Management Analyst

Subject: Invitation For Bids IFB-19-HHL-014, Addendum 1

Security Guard Services for the Department of Hawaiian Home Lands
(DHHL) Kapolei Office Facility

Addendum 1 amends the IFB as follows:

1. Restates Item F., OF-3 to read: The successful bidder shall provide a list of names of guards that will provide security services to the DHHL prior to the Notice To Proceed date.
2. Removes bond requirement described in Item 4., S-5, under Supervision, Inspections and Work Quality Control.

E. Insurance Coverage: Carrier Policy No. Agent

Commercial General Liability _____

Automobile Liability _____

Workers' Compensation _____

Temporary Disability _____

Prepaid Health Care _____

Unemployment Insurance State of Hawaii I.D. No. _____

F. The successful bidder shall provide a list of names of guards that will provide security services to the DHHL prior to the Notice To Proceed date.

<u>Name (Minimum of 3)</u>	<u>Years of Experience</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Certification of Employer:

I hereby certify that the above security guard personnel shall be assigned to the DHHL Kapolei Office Facility shall meet the qualifications and requirements listed in Specifications and shall provide all necessary documentation to verify compliance to the qualifications if requested.

Exact Legal Name of Company (Offeror)

Hawaii Guard Agency License No.

Signature of Company Authorized Representative

Title

Date

Contractor and/or security guard personnel shall not duplicate any keys issued and shall return all keys to the DHHL Facilities Manager and/or his/her designated representative upon termination of this contract.

7. Contractor shall adhere to all State, Federal, and local rules and regulations for the protection and security of facilities, property and personnel for the DHHL.
8. Contractor shall provide uniforms and name tags for all employees providing services under this contract. Uniform, name tags, socks and covered shoes shall be worn at all times while on duty.
9. Contractor shall provide all equipment (including, but not limited to, writing instruments, security logs, rain gear, flashlights, and telecommunication devices) necessary for security guards to effectively perform the duties described above.
10. Contractor shall provide all security related forms, logs, checklists, trespass documents, incident reports, safety and maintenance reports, etc. as required and upon request. Contractor shall submit form formats for DHHL approval prior to use. Contractor shall regularly update forms to reflect current situations as necessary. All form changes must be submitted to the DHHL Facilities Manager and/or his/her designated representative for approval prior to use.
11. Contractor shall complete information requested on all forms contained herein (Offer Form, Wage Certificate, Special Conditions) to verify compliance with the above qualifications and requirements.

Failure to meet any of the above responsibilities and/or qualifications or assigning 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 assign a Contract Supervisor who will be responsible for security guards' performance. The name of this person and an alternate(s) who shall act for the Contractor when the Contract Supervisor is absent shall be designated in writing to the DHHL Facilities Manager and/or his/her designated representative prior the contract start date.
2. Contractor shall provide the names of staff and shift assignments and shall notify DHHL of any subsequent changes to supervisor(s), staff and shift assignments as described in detail above.
3. Contractor shall maintain, at all times, an adequate number of properly trained personnel and competent supervision.
4. ~~All security guard personnel shall be bonded.~~
5. Contractor shall maintain at all times a steady crew/work force and shall immediately advise the DHHL Facilities Manager and/or his/her authorized representative of any change in the composition of the Contractor's work force.