

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
HARBORS DIVISION

ADDENDUM NO. 1

FOR

FURNISHING SECURITY SERVICES FOR COMMERCIAL HARBOR FACILITIES  
KAHULUI HARBOR  
MAUI, HAWAII

STATE PROJECT NO. RM-1011-21

June 28, 2021

The following is provided for information:

A. PRE-BID MEETING MINUTES

The Pre-Bid Meeting Minutes are attached for your information.

Please acknowledge receipt of this Addendum No. 1 by recording the date of its receipt in the space provided on page PF-4 of the Proposal.



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JADE T. BUTAY  
Director of Transportation

STATE OF HAWAII  
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FOR

FURNISHING SECURITY SERVICES FOR COMMERCIAL HARBOR FACILITIES  
KAHULUI HARBOR, MAUI, HAWAII

STATE PROJECT NO. RM-1011-21

June 25, 2021

**CALL TO ORDER / INTRODUCTIONS**

Duane Kim, Harbors District Manager, called to order the scheduled Pre-Bid Meeting of the *Furnishing Security Services for Commercial Harbor Facilities*, State Project No. RM-1011-21, HIePRO Solicitation No. Q21002296, at 10:03 a.m. on June 25, 2021 at 101 E Kaahumanu Avenue, Suite 128, Kahului, Hawaii 96732. Kim then proceeded with introductions of those attendees present.

**ATTENDEES**

Duane Kim – DOT Harbors, Maui District, Harbors District Manager  
Rowland Lee – DOT Harbors, Maui District, Assistant Harbors District Manager & Primary FSO  
Shayna Asuncion – DOT Harbors, Maui District, Marine Cargo Specialist & Alternate FSO  
Brandie Shimabukuro – DOT Harbors, Maui District, Business Services Supervisor  
Rick Martinez – Star Protection Agency, Maui Business Manager/Investigator  
Brian Cremer – Star Protection Agency, Island Manager  
Lynette Yi – Allied Universal, Business Development Manager  
Eric Shibuya – Professional Security Consultants, Directory of Security (arrived at 10:36 a.m.)

**PRE-BID MEETING MINUTES/QUESTIONS/ANSWERS**

- **What is the duration of the contract?**
  - Two (2) year contract, with the option of two (2) additional one-year periods.
- **Are there prevailing rates?**
  - Prevailing rates can be found in the *Special Provisions* in the Bid Documents.
  - There are State positions equivalent prevailing rates for three (3) positions stated in the Bid Documents:
    - Traffic Control Officer (TCO) = Parking & Security Officer I, SR-09
    - Harbor Security Officer (HSO) = SECURITY OFFICER I, SR 13
    - Contract Security Supervisor (CSS) = SECURITY OFFICER II, SR 15

- **Does the contractor need to keep current with the prevailing rates?**
  - Yes
  
- **Can the contractor increase the billing rate as the prevailing wages rate increases?**
  - No, the contractor is committed to the billing rates submitted at the time of bid for the duration of the two (2) year contract.
  
- **Is there a reason the CSS' hours average 64 hours per week?**
  - Based on past experiences, there may be instances in which more than one (1) CSS will be needed.
  
- **If two (2) CSS's are working at the same time, then would they work in synchronization? Would the back-up CSS be able to work other posts/positions?**
  - The Bid Documents indicates that the CSS will be able to work as a TCO or a HSO as needed.
  - Harbors will allow the CSS to be paid at the prevailing CSS hourly rate if self-assigned to a TCO or HSO post, and the contractor will be allowed to bill at the awarded bid CSS billing rate.
  
- **Are there protocols set for when cruise ships return?**
  - Currently, there are no protocols in place. COVID-related protocols have not yet been set forth by the CDC, State of Hawaii, City & County of Honolulu, County of Maui, County of Hawaii, and County of Kauai.
  - Recent news states that CDC does not have jurisdiction over cruise ship companies, however, discussions are still required between the cruise ship companies, the Governor of Hawaii, and the four (4) County Mayors.
  
- **When invoicing can we deduct the taxes from the billing rates, then add the taxes to the subtotal of the invoice?**
  - Yes, as long as the invoice total equals to the total of the awarded bid billing rates times each respective security position.
  
- **Can there be use of private contractors?**
  - No, private contractors are not allowed.
  - There is a provision in the Bid Documents in which the State shall permit the contractor to add personnel through a subcontract at a mark-up fee of five percent (5%) on the total cost of the subcontractor's invoice to an equally qualified security firm that meets the qualifications and training requirements as provided in the Bid Documents.
  
- **How many acres is the property?**
  - Kahului Harbor has approximately 35 acres covering Piers 1, 2 & 3.

## **QUESTIONS SUBMITTED ON HIePRO**

- **Is Pre-Offer Conference mandatory?**
  - The Pre-Bid conference scheduled in the solicitation at 1000 Friday 06.25.21 at Harbors Maui District Office in Kahului, Maui is not mandatory.
  
- **The RFP states that the Department may require any prospective bidder to submit answer to questions contained in the “Standard Qualifications Questionnaire for Prospective Bidder on Public Works Contracts”. That Questionnaire is not found in the RFP. Please confirm if this is required form for the bid submittal? If so, where can this form be found? Or if the form titled "Certification of Registration of Security Guard Law Enforcement Services for Commercial Harbors" is the form the Department is referring to?**
  - During the qualification of bidders, if the Department requires a bidder(s) to complete the “Standard Qualifications Questionnaire for Prospective Bidder on Public Works Contracts”, then this particular questionnaire will be provided to the bidder(s).
  - The "Certification of Registration of Security Guard Law Enforcement Services for Commercial Harbors" is a form required to be completed by all bidders.
  
- **Are the "Hand-Wand" and "Pat Down" Trainings provided by the Department or the Contractor's responsibility?**
  - Additional training in hand-wand, vehicle, and pat-down search methods are to be provided by the Contractor.
  
- **It is noted that there is a requirement for the contractor to install Land line telephones into the permanent shelters provided by the State. Would there be a need for a full new install or will there be land lines available? if so, how many permanent shelters need this installation?**
  - The Contractor shall install land-line telephones into the permanent shelters provided by the State and there will be no land lines available in any permanent shelters provided by the State.
  - Based on previous Harbors security contracts at Kahului Harbor, only one (1) permanent shelter on site has been used by previous security contractors.
  
- **Is the On-site Security Office considered one of the “permanent shelters”?**
  - Yes.
  
- **Is this currently under a Union Contract, and if so, which Union, and can we get a copy of the CBA?**
  - The State is requesting bids for contract security services at Kahului Harbor and the Contractor’s employees are not employees of the State. As stated in the Special Provisions – “As of the bid opening date, salaries of State employees performing work similar to the work called for under this contract” are to follow what is provided in the Special Provisions.

- **It is mentioned that First Aid Kits and AED's need to be provided. If the Department awards a different Contractor, will the existing First Aid Kits and AED's be replaced by the new Contractor? If so, how many First Aid Kits and AED's are required?**
  - The Contractor shall provide first aid kits and automatic external defibrillators (AED) for each Company assigned patrol vehicle and at guard posts designated by the HDM or person(s) designated by the HDM. The Contractor shall provide two (2) security 4-door pickup trucks or security 4-door sport utility vehicles (“Vehicles”) for patrolling the harbors. Up to five (5) AED’s for up to five (5) guard posts may be required by Harbors.
  - Based on previous Harbors security contracts at Kahului Harbor, only two (2) AED’s were provided by previous contractors for their company assigned patrol vehicles and only one (1) AED was provided for a Harbors-designated guard post.
  
- **How many Hand-held Wands are required by the Contractor?**
  - The Contractor shall ensure that adequate amount of security screening equipment is available for security officers to perform daily assigned tasks at posts.
  
- **How many Inspection Devices (undercarriage mirrors) are required?**
  - The Contractor shall ensure that adequate amount of security screening equipment is available for security officers to perform daily assigned tasks at posts.
  
- **It is noted that work shall begin within 10 working days after the date of notification to commence with the work. Is the Department flexible to extend that time if needed, to ensure a smooth and uninterrupted transition?**
  - As stated in Section 3 – Award and Execution of Contract – the contract and the “Certificate for Performance of Services”, similar to a copy of the same annexed hereto, shall be executed by the successful bidder and returned, together with the contract bonds, when required, within ten (10) days after the award of the contract or within such further time as the Director may allow after the bidder has received the contract for execution.
  - The current harbors security contract is scheduled to expire on August 31, 2021.
  
- **How long has the current incumbent been servicing the Harbor?**
  - Since September 1, 2018.
  
- **What are the schedule/shift/coverage needs?**
  - The Contractor shall provide security services on a 24-hours per day, seven days per week, 52 weeks per year to control access in to and out of the commercial port of Kahului and perform roving patrols of specific facilities within Kahului Harbor, and other areas under the control of DOT Harbors Division, Maui District.
  - The Contractor shall at all times have on staff throughout the term of the contract, a minimum of fifteen (15) qualified Contract security officers and equipment for executing the work in the manner and time required by these specifications.
  - The harbors security work week is Sunday to Saturday with three 8-hour work shifts (12:00 am to 8:00 am; 8:00 am to 4:00 pm; 4:00 pm to 12:00 am).
  - Under the Proposal Schedule for Kahului Harbor for the first year as well as the second year includes 10,400 hours for a TCO, 9,568 hours for a HSO and 3,328 hours for a CSS.

- **Will there be a requirement for the guards to facilitate temperature checks of visitors/staff? (due to COVID) Is that initiated contactless?**
  - COVID-related protocols have not yet been set forth by the CDC, State of Hawaii, City & County of Honolulu, County of Maui, County of Hawaii, and County of Kauai.
- **Is the client exempt from payment of state and local sales and use taxes?**
  - Under Scope of Payment, the Contractor's bid price shall be inclusive of all costs, direct or indirect, including all taxes, required for the fulfillment of the contract.
  - When invoicing, the contractor can deduct the taxes from the billing rates, then add the taxes to the subtotal of the invoice, as long as the invoice total equals to the total of the awarded bid billing rates times each respective security position.
- **What challenges is the Harbor experiencing at the various sites?**
  - This question is non-applicable for the submission of bids.
- **Reason for going out to bid for security services.**
  - The current harbors security contract is scheduled to expire on August 31, 2021.
- **The Security Personnel will be using a company issued cell phone that will be used to maintain regular communication with designated staff when necessary. This device will also include an application that allows the Security Professional to log daily reports, complete detailed incident reports and captures details of rounds made during a shift. Is there a storage locker or equivalent available to lock up the device at the end of their shift?**
  - The contractor is responsible to provide its own adequate safekeeping of the device.
- **Is employee parking available to the contractor's employees? If so, is there a fee associated with parking?**
  - Employee parking is available and there is a fee associated with employee parking.
- **Does the Department have a preference to retain incumbent employees that are in good standing and meet the hiring criteria of the Proposer?**
  - The State prefers a seamless transition of security services and will work with the Contractor to facilitate such.
- **Are there restroom facilities in close proximity to all of the posts?**
  - Yes.

## **ADJOURNMENT**

Duane Kim called the meeting adjournment at 11:19 a.m. and thank everyone for their attendance and participation.