

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII
DECEMBER 8, 2021
ADDENDUM 2
IFB No. 22004
SECURITY GUARD SERVICES
FOR THE HAWAII STATE CAPITOL

The following are the answers to the questions submitted in HlePRO.

1. Is the attached AG-003 and AG-010 both required to be submitted with the offer?

The AG-003 and AG-010 are not required to be submitted with your offer. These Documents are samples that the awarded contractor would sign.

2. With regards to the weekly hours do they total 180? Is it 3 guards for 12 hour shifts for Monday-Friday?

It is approximately 180 hours per week for 3 guards, subject to change (see Section 1.4 Schedule of Work and Locations of Guards).

A minimum of three (3) guards are required to cover a 12-hour shift. It is at the contractor's discretion how the shifts are assigned, eg. 3 guards 12-hour shifts or 6 guards each with 6-hour shifts.

3. Who is the current incumbent?

This is a new contract for security guard services at the Hawaii State Capitol.

4. When was the current incumbent awarded the contract? Could you please provide us copy of current contract?

This is a new contract for security guard services at the Hawaii State Capitol.

5. What was the start date of the initial contract?

This is a new contract for security guard services at the Hawaii State Capitol. The initial period for this new contract is January 14, 2022 to June 30, 2022, or as specified on the Notice to Proceed. See Section 3.2 Term of Contract.

6. What was the amount spent in the last 12 months?

This is a new contract, so no information is available.

7. Is a Bid Bond or performance bond required? If yes, how much?

A bid bond is not required. Per Section 3.7 Contract Execution, performance and payment bonds are not required.

8. What is the estimated total number of weekly hours for this contract?

How to calculate weekly hours = 12 hours x 5 business days (a business day means Monday to Friday) = 60 hours on a normal week with no State Holiday. The following are the State holidays in the initial period.

State Holiday:

- (1) Martin Luther King Jr. 01/17/2022
- (2) President's Day 02/21/2022
- (3) Prince Jonah Kuhio Kalaniana'ole Day 03/25/2022
- (4) Good Friday 04/15/2022
- (5) Memorial Day 05/30/2022
- (6) Kamehameha Day 06/10/2022

9. Is the current contract using vehicles? If yes, how many?

Vehicles are not required, please see Section 1.3 Description of Work and Section 1.4 Schedule of Work and Locations of Guards.

10. As this bid will be submitted online does it also require a hard copy?

Bids shall only be accepted through HlePRO. See Section 2.8 ELECTRONIC SUBMISSION OF OFFER. A hard copy of the OF-1 will be required upon award. See Section 2.7 OFFER PREPARATION, 2.7.1 Offer Form, OF-1.

11. Did the previous incumbent have liquidated damages?

The procurement is for a new contract.

12. Does the this IFB require a more thorough written narrative or proposal outside of the forms provided?

A narrative is not required. Please see Section 2.7 Offer Preparation on required forms.

The following changes are made to this IFB:

1. Amend Section 1.4 SCHEDULE OF WORK AND LOCATION OF GUARDS, as highlighted in yellow:

1.4 SCHEDULE OF WORK AND LOCATION OF GUARDS

1.4.1 The Contractor shall provide a minimum of three (3) guards at the Hawaii State Capitol access points located at 415 South Beretania Street, Honolulu HI 96813.

1.4.1.1 One (1) Guard shall be stationed at the Capitol parking access point and two (2) Guards shall be located on the Rotunda access points.

See section 1.2.13.2.

1.4.1.2 A minimum of three (3) guards are required to cover a 12-hour shift. It is at the contractor's discretion how the shifts are assigned, eg. 3 guards 12-hour shifts or 6 guards each with 6- hour shifts, etc.

1.4.2 The Contractor shall provide security guard services, 7:00 A.M. HST – 7:00 P.M. HST, twelve (12) hours per day, Monday through Friday, January 14, 2022 to June 30, 2022, total of 113 business days (excludes State holidays) at the Hawaii State Capitol. **Note: Schedule of hours are tentative and subject to change**

The following are the State holidays in the initial period:

(1) Martin Luther King Jr. 01/17/2022

(2) President's Day 02/21/2022

(3) Prince Jonah Kuhio Kalaniana'ole Day 03/25/2022

(4) Good Friday 04/15/2022

(5) Memorial Day 05/30/2022

(6) Kamehameha Day 06/10/2022

2. The Offer Form OF-3 is replaced in its entirety.



Donna Tsuruda-Kashiwabara
Procurement Officer