

Should the Authority Authorize the Executive Director to Enter into Contract and to Expend Hawaii Community Development Revolving Funds for Janitorial Services for the Comfort Stations at Kakaako Waterfront, Makai Gateway and Kewalo Basin Parks?

Staff Report
October 7, 2009

Background: Kewalo Basin Park, Kakaako Waterfront Park, and Makai Gateway Park (“Parks”), comprising approximately 44 acres, were completed in 1990, 1992, and 1998, respectively.

Since completion of the Parks, the State Parks Division of the Department of Land and Natural Resources (“DLNR”) under a Memorandum of Understanding (MOU), has provided park operations and maintenance services for the Parks including: grass cutting (every ten days); janitorial services for the five (5) comfort stations (cleaning and restocking supplies daily); custodial work (trash removal of trash from ≈116 litter receptacles); trash hauling; and trimming of park coconut trees.

In June 2009, DLNR State Parks gave the HCDA 90-day notice of cancellation of the MOU and indicated that they are unable to provide daily maintenance services to HCDA’s parks, effective October 1, 2009.

Current DLNR staffing at the parks has fluctuated from a high of seven to five full time equivalents. However, in recent times, due to a variety of reasons, staffing at the Parks has dwindled to two full time equivalents.

Janitorial Services Action Item. On August 14, 2009, HCDA advertised for an invitation for bids (IFB) to furnish janitorial services for the comfort stations at Kakaako Waterfront, Makai Gateway and Kewalo Basin Parks.

The proposed scope of the contract includes:

- a. Daily cleaning of the five comfort stations a minimum of twice a day (thorough cleaning in the morning shifts and spot clean and replenish supplies in the afternoon shift).
- b. Clean, remove stains, scrub and disinfect all restroom fixtures, including basins, toilets, urinals, drains.
- c. Replenish supplies in restroom dispensers’ two visits daily
- d. Clean, scrub, remove algae on all four outdoor showers.

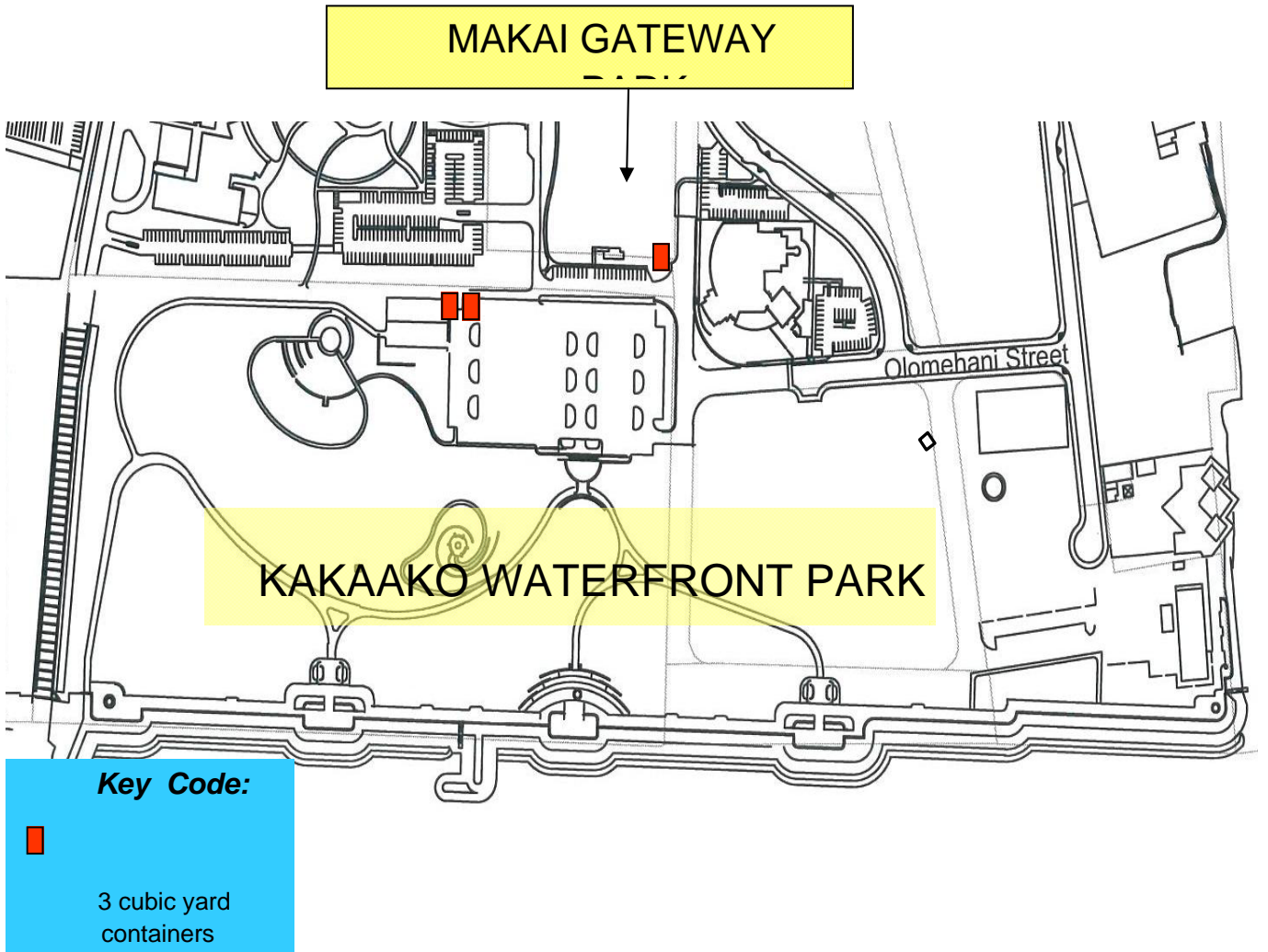
- e. Clean, wipe and remove algae on all seven drinking fountains.
- f. Inclusion: paper products, soap, tools, labor and material.

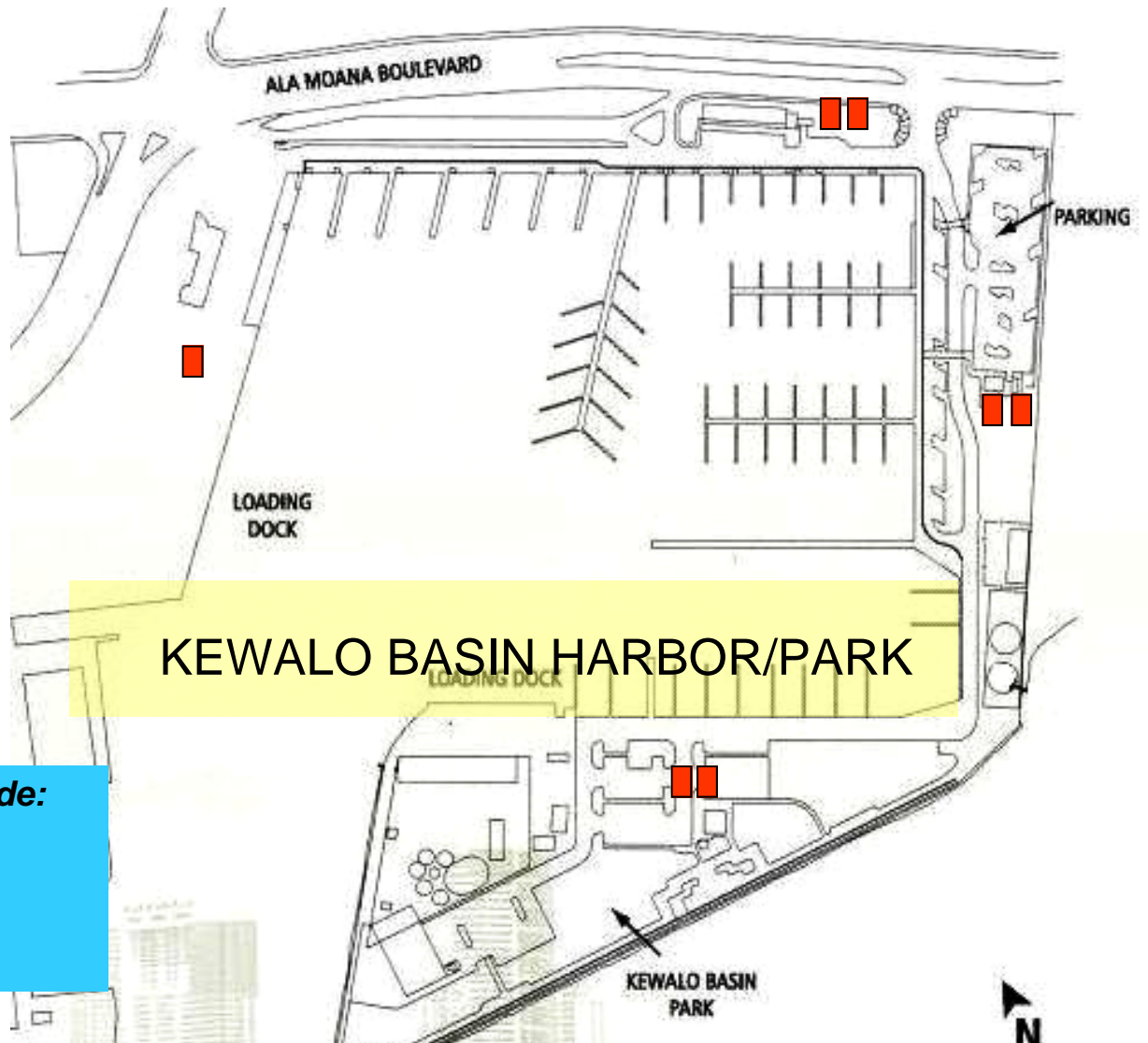
Proposed Course of Action: Of immediate concern is continuation of the daily operations for the Parks. Staff has since completed the competitive bid process for janitorial services.

Thirteen bids were received in response to the IFB. The lowest responsible responsive bid in the amount of \$46,000 per year was submitted by Samurai Professional Services, LLC.

Recommendation: Staff recommends approval to authorize the Executive Director to execute a three year contract, beginning November 1, 2009 for janitorial maintenance services for Kakaako Waterfront, Makai Gateway and Kewalo Basin Parks with two one-year options with Samurai Professional Services, LLC and expend Hawaii Community Development revolving funds in the amount not to exceed \$46,000 per year.

Exhibit A - Map





Key Code:

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- - 3 cubic yard containers