

STATE OF HAWAII  
HAWAII COMMUNITY DEVELOPMENT AUTHORITY  
**KAKAAKO**  
Honolulu, Hawaii  
*March 1, 2017*

Chairperson and Members  
Hawaii Community Development Authority  
State of Hawaii  
Honolulu, Hawaii

HCDA Kakaako Board Members:

**SUBJECT:**

Shall the Authority Authorize the Executive Director to Award Honeywell International, Inc. a Contract for the Quarterly Maintenance, Repairs, and Service of HCDA's Security Camera and Card Access Systems for a Maximum Five (5) Year Period Using Funds From the Hawaii Community Development Authority Revolving Funds, Public Facility Dedication Subaccount?

**SUMMARY:**

The HCDA does not currently have a contract for the service and maintenance of its Security Cameras and Card Access Systems. Currently, the security cameras are inoperable and require repairs by technicians familiar with the equipment. Staff recommends the Board approve this request to ensure such security services can be provided as soon as possible.

**AUTHORITIES:**

At the August 3, 2016 General Meeting, the Board indicated it would like to review and approve all procurement requests over \$25,000. The minutes for the August 3, 2016 Meeting are attached hereto as Exhibit A.

**BACKGROUND:**

In March 2015, the HCDA relocated its Kakaako Office from 461 Cooke Street to its current location at the American Brewery Building (ABB), at 547 Queen Street. The HCDA's construction contractor, Close Construction, provided a one (1) year warranty on all equipment, supplies, and construction relating to the ABB, including the security cameras and card access systems. Those warranties expired in March 2016. HCDA's former Executive Director, Anthony J.H. Ching, discussed additional cameras within the facility; therefore, a maintenance contract was not immediately procured to allow time to install the new equipment. However, those plans stalled and never came to fruition.

In December 2016, the ABB Security Cameras became inoperable and the Card Access System malfunctioned, causing a problem with the locking mechanism on the ABB front door. Recognizing the need for regular maintenance and repair of the Security Cameras and Card

Access Systems, the HCDA issued a Request for Quotes (RFQ) through the State Electronic Procurement System (HiePRO) with bids due on February 8, 2017. The RFQ was for a one (1) year term with four (4) additional one (1) year extensions, with service to commence on March 1, 2017. A copy of the RFQ is attached hereto as Exhibit B. The scope of services under this solicitation includes:

- a) Performance of all operations in connection with the furnishing of quarterly maintenance, repairs, and service for two (2) Security Cameras and Card Access Systems;
- b) Initial work, which shall include overall maintenance, and troubleshooting/emergency service of the security cameras and card access systems, including testing all systems and making necessary adjustments, repairs, reprogramming, and replacement of parts; and
- c) A written proposal for "extra work" for parts and labor separate from the maintenance of systems which shall be submitted to the Contract Administrator describing the work to be done and the cost to perform the work, including all taxes and freight costs. If the proposal is found acceptable, and without further solicitation of other bidders, the Contract Administrator may issue a separate Purchase Order to authorize the work.

The contract will also include an annual allowance of FIVE THOUSAND AND NO/100 DOLLARS (\$5,000.00) each year to fund the "extra work" as described above. Such expenditures will require pre-approval by the HCDA.

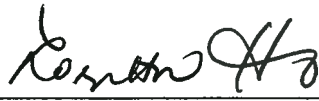
Honeywell International, Inc. was the only responsive and responsible bidder, with a bid of SIX THOUSAND FIVE HUNDRED SIXTY AND 42/100 DOLLARS (\$6,560.42) a year, or THIRTY-TWO THOUSAND EIGHT HUNDRED AND TWO AND 10/100 DOLLARS (\$32,802.10) for the entire five (5) year term, not including the allowance. With the allowance factored in, the maximum cost of the entire five (5) year contract would be FIFTY-SEVEN THOUSAND EIGHT HUNDRED AND TWO AND 10/100 DOLLARS (\$57,802.10).

**ANALYSIS & RECOMMENDATION:**

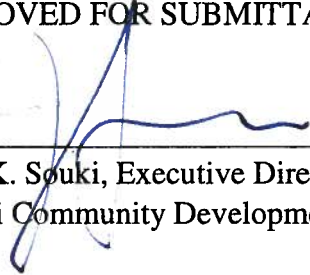
Due to the scope of this contract, the bids exceeded the TWENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$25,000.00) procurement threshold that can be administratively approved.

The HCDA recommends approval to authorize the Executive Director to award Honeywell International, Inc. a contract for the quarterly maintenance, repairs, and service of HCDA's Security Camera and Card Access Systems for a maximum five (5) year period in the amount of FIFTY-SEVEN THOUSAND EIGHT HUNDRED AND TWO AND 10/100 DOLLARS (\$57,802.10) using funds from the Hawaii Community Development Authority Revolving Funds, Public Facility Dedication Subaccount.

Respectfully submitted,

  
\_\_\_\_\_  
for Lindsey Doi  
Asset Manager

APPROVED FOR SUBMITTAL:

  
\_\_\_\_\_  
Jesse K. Souki, Executive Director  
Hawaii Community Development Authority

Attachments:

Exhibit A - Minutes of the August 3, 2016 General Meeting

Exhibit B – Request for Bid (RFQ – Q17001072) for Security Camera and Card Access Systems maintenance, repairs and services for the Hawaii Community Development Authority

Minutes of a Regular Meeting  
of the Members of the  
Hawaii Community Development Authority  
State of Hawaii

Wednesday, August 3, 2016

**GENERAL BUSINESS**

**I. CALL TO ORDER/ROLL CALL**

A general business meeting of the Members of the Hawaii Community Development Authority (“Authority” or “HCDA”), a body corporate and a public instrumentality of the State of Hawaii, was called to order by Chair Whalen at 10:00 AM August 3, 2016 at Authority’s principal offices at 547 Queen Street in Honolulu, Hawaii, 96813, pursuant to Article IV, Section 1 of the Authority’s Bylaws.

Members Present: Beau Bassett  
Donna Camvel  
Wei Fang  
Michael Golojuch, Sr.  
Scott Kami  
Jason Okuhama  
David Rodriguez  
Shirley Swinney  
Mary Pat Waterhouse  
Steven Scott  
John Whalen

Members Absent: George Atta  
William Oh  
Amy Luersen  
Kalani Capelouto  
Derek Kimura

Others Present: Aedward Los Banos, Interim Executive Director & ASO  
Mike Wong, Deputy Attorney General  
Lori Sunakoda, Deputy Attorney General  
Diane Taira, Deputy Attorney General  
Deepak Neupane, Planning Director  
Lindsey Doi, Asset Manager  
Laura Savo, Court Reporter  
Shelby Hoota, Media Specialist

## **II. APPROVAL OF MINUTES**

### General Regular Meeting of June 1, 2016.

No comments or corrections were made. Minutes were approved as presented.

### 1. General Regular Meeting of July 6, 2016.

No comments or corrections were made. Minutes were approved as presented.

## **REPORT OF THE EXECUTIVE DIRECTOR**

Interim Executive Director, Aedward Los Banos highlighted the following items:

The Kewalo Basin Harbor sewer repair is being worked on. The contractor identified the issue and will start on a permanent repair. The restrooms have reopened and the contractor will work to minimize any closures while the repair is in progress.

The 440 Keawe Street affordable rental project by Kamehameha Schools will possibly be occupied by the end of August.

Tenant improvements to the South Shore Market (section below TJ Maxx on Ward) will begin.

### KALAELOA UPDATE

The Kalaeloa Legacy Foundation held its annual fundraiser.

Kiran Polk of Hunt Development continues to indicate its commitment to address and remove the stockpiles on the site. They are working with another construction company to haul the equipment and complete the removal of the stockpile.

A Micro-grid Project is being prospected in a joint project with the State Energy Office for the Kalaeloa Development District receiving federal support through the Federal Energy Office. Funds will be used to coordinate a workshop with stakeholders to develop parameters for a microgrid. There will be an informational presentation for the Kalaeloa members regarding the microgrid workshop from the State Energy Office at the next meeting in September.

A meeting with BRAC, HCDA and DHHL confirmed that BRAC would like the City to commit to accepting land parcels by the end of the 2016 calendar year. If the City does not agree to accept the parcels HCDA or DHHL may have the opportunity to acquire the Kalaeloa property.

Mr. Los Banos confirmed for Member Swinney that the micro grid workshop will be federally funded and Ms. Tesha Malama stated the logistics for the micro grid workshop are being coordinated and it may coincide simultaneous with the Kalaeloa Landowners Summit

in October.

There were no other questions/comments or discussion from the board members or the public.

### **III. BUSINESS MATTERS**

#### **2. Decision Making: Election of Officers Fiscal Year 2016 - 2017**

Chair Whalen noted due to the lack of quorum at the board's July meeting, the Election of Officers, as required according to the bylaws were deferred to today's meeting.

There were no comments or questions from the board members or the public.

Chair Whalen opened the nominations for the respective officers of Chairperson, Vice Chairperson and Secretary.

Vice Chair Scott nominated John Whalen to continue as Chairperson. Member Golojuch seconded. Chair Whalen conducted a voice vote. All members approved with no abstentions.

Member Kami nominated Steven Scott as Vice Chair. Member Okuhama seconded. Chair Whalen conducted a voice vote. All members approved with no abstentions.

Member Golojuch nominated Shirley Swinney as Secretary. Member Steven Scott seconded. Chair Whalen conducted a voice vote. All members approved with no absentnions.

There were no comments or questions from the board members or the public.

#### **3. Information and Discussion: Settlement Offer and Update Relating to Close Construction, Inc. vs. Hawaii Community Development Authority et al., vs. Mitsunaga & Associates, Inc. vs. DTRIC Insurance Company, Ltd.; Civil No. 14-1-0599-03.**

Chair Whalen noted for the board that the Attorney General's office requested the information and discussion item be moved up, from # 7 as originally filed on the Agenda, and adjust the remaining order accordingly.

Due to the litigation, Member Swinney motioned for the board to convene in executive session pursuant to Hawaii Revised Statutes, Section 92-5 (a)(4). Member Bassett seconded the motion. All members unanimously approved entering into executive session.

\*\*\*\*\*  
Pursuant to Section 92-5 (a) (4), Hawaii Revised Statutes, the Authority convened in Executive Session at 10:25 a.m.  
\*\*\*\*\*  
Chair Whalen reconvened the meeting at 10:54 a.m.

There was no further discussion from board members or public comments.

**4. Information and Discussion: Executive Director Search Committee Update**

Chair Whalen provided the update. He stated a few changes made to the position description included the addition of the He'eia Community Development District and also skill sets to work in developing the Kaka'ako Community. A revised final position description was disseminated to board members, and the contractor, Bishop and Company opened the application period for 60 days. The committee hopes to recruit and hire the Executive Director by November 2016.

There was no further discussion from board members or public comments.

**5. Information and Discussion: 2017 HCDA Draft Legislative Package**

Mr. Los Banos presented the report provided in the board packet. DBEDT is seeking preliminary budget requests from its divisions and agencies in preparation for the 2017 legislative session. HCDA's summary of budget item requests include:

- The Kalaeloa Enterprise Energy Corridor
- Lot C project parking structure
- American Brewery Building remaining repairs
- Kewalo Basin Fisherman's Wharf bulkhead repair
- HCDA staff salaries
- Kakaako conveyance of roads and other remnant parcels

Chair Whalen noted as the agenda item is just preliminary information for DBEDT's budget request, the board will have an opportunity for a discussion at a later date once DBEDT's budget request is submitted to the legislature.

Mr. Los Banos and Mr. Neupane clarified for board members that the HCDA will not be requesting the legislature to fund an EIS for He'eia this year as the Office of Planning is conducting a NEPA and feels a EIS is not necessary at this time.

**PUBLIC TESTIMONY**

Ms. Michelle Matson, President of the Oahu Island Parks Conservancy, asked where the planned location for the Lot C parking garage will be. Mr. Los Banos and Mr. Neupane stated the parking structure per the current master plan will be located along Forest Avenue and designed to be between 45 to a maximum of 65 feet high.

Ms. Matson suggested that HCDA look into adopting rules so that the 1<sup>st</sup> floor

community room in the American Brewery Building can be utilized by the public for community meetings.

Member Rodriguez asked if the revisions to the reserved housing rules require legislative approval or if the revisions can be completed internally. Chair Whalen confirmed the board has authority to make the revisions and the draft of the reserved housing rules and workforce housing rules will be presented at the HCDA Authority meeting in September.

There was no further discussion from board members or public comments.

**6. Information and Discussion: Proposed Delegation of Authority to HCDA Executive Director Involving Certain Procurement Matters.**

AND

**7. Information and Discussion: Proposed Delegation of Authority to HCDA Executive Director Involving Reserved Housing Matters.**

Mr. Los Banos gave a general overview of the report provided in the board packet and stated, agenda items 7 & 8 are generally decisions that historically have been decided by the board and in an effort to streamline the administrative process both reports are to delegate those decisions to the executive director. Any decisions made by the executive director regarding these matters will be reported in the Executive Director's report to the Authority at the next regularly scheduled board meeting. The following are recommendation decisions currently retained by the Board to be delegated to the Executive Director:

**Administrative/Procurement Matters:**

- Expenditure of non-discretionary costs renewal and execution of existing contracts for goods and services required to operate and maintain HCDA's park properties, offices and other assets.
- Emergency procurement of goods and services and
- Expenditure of HCDA Capital Improvement Projects earmarked funds appropriated by the Hawaii State Legislature pursuant to the Authority's request.

**Reserved Housing Matters:**

- Sale or Transfer After the Regulated Term
- Sale or Transfer During the Regulated Term
- Owner's Refinancing Request and Subordination of Shared Equity Interest

Member Scott stated, to keep the board informed, he'd like any requests over \$25K for procurement matters to be presented to the board for approval.



Mr. Los Banos confirmed for Member Waterhouse, if there are inadequate funds in the reserved housing subaccount and other funds available from another account, the item would be brought before the board for approval.

There was no further discussion from the board members or public comment.

#### **IV. ADJOURNMENT**

Chairperson Whalen adjourned the regular meeting at 11:52 a.m.

Respectfully submitted,

/s/

John Whalen,  
Chair

Note: The transcript of this meeting contains a verbatim record and should be consulted if additional detail is desired.

## SPECIFICATIONS

### SCOPE OF WORK:

The Contractor shall furnish all labor, parts, and materials necessary to satisfactorily perform all operations in connection with the furnishing of quarterly maintenance, repairs, and service for two (2) Security Cameras and Card Access Systems for the Hawaii Community Development Authority (HCDA) main office at 547 Queen Street, Honolulu, Hawaii, as set forth in this Request for Quotes (RFQ).

Initial work shall include overall maintenance, and troubleshooting/emergency service of the security camera and card access systems, including testing all systems and making necessary adjustments, repairs, reprogramming, and replacement of parts. A written proposal for parts and labor are separate from the maintenance of systems and shall follow the "extra work" described below. After the initial work, service shall be scheduled quarterly.

### TERM OF CONTRACT

The term of contract shall be for a twelve (12) month period commencing from the date on the Notice to Proceed.

The HCDA ("State") may terminate this contract at any time upon thirty (30) days prior written notice.

### CONTRACT EXTENSION

Unless terminated, the contract may be extended without rebidding, upon mutual agreement in writing between the State and the Contractor, prior to the expiration date, for not more than **four (4) additional twelve month periods**, or parts thereof. Provided, however the contract price for the extended period shall remain the same or lower than the initial contract price, subject to any price increase allowed by the contract.

Either the Contractor or the State may terminate any extended contract period at any time upon ninety (90) days prior written notice.

### GENERAL CONDITIONS:

1. All work shall be performed in accordance with applicable Federal, State, and County rules and regulations.
2. The Contractor shall be in possession of all necessary licenses, permits, and certifications required for full performance of this Contract.

3. The Contractor shall not subcontract any of the services to be provided under this Contract.
4. All provisions of the Occupational Safety and Health Act (OSHA) shall be strictly adhered to.
5. Any damage to buildings, structures, and other items in the area and adjoining properties shall be repaired and/or replaced by the Contractor at his own expense and to the satisfaction of the Contract Administrator or his designated Representative, and any injured party.
6. The Contract Administrator or his designated representative will routinely inspect the Contractor's work to assess the progress and effectiveness of the work and to determine the acceptability of the Contractor's work.
7. The Contractor shall provide a list of phone numbers of personnel who can be contacted in case of an emergency. The Contractor shall also provide personnel, equipment, and materials to repair or replace any damaged items of work. The Contractor shall provide initial response to call-out within one hour of call-out, and have personnel on-site within three hours of initial notification for emergency work.
8. The Contractor shall not perform work not called for in this Contract without the request and approval by the HCDA. Extra work shall be submitted as a written proposal showing the itemized cost of labor, equipment, and materials, but payment for any extra work shall be subject to the HCDA's review and approval and determination that payment is justified under the terms and conditions of the executed contract.

**SECURITY CAMERA SYSTEM**

<b><i>Item</i></b>	<b><i>Description</i></b>	<b><i>Quantity</i></b>
	CCTV System	
TB-IKWP41A	Toshiba PTZ Dome Camera, IP	2
TB-ESV16	Toshiba 16 Channel NVR	1
B1-ST2000NM	2TB Hard drive	<u>1</u>
A2-LW22	22" WIDE LED MONITOR	<u>1</u>
ET-EX17016	POE ETH SW 16 PORT	<u>1</u>

**TELEPHONE ENTRY SYSTEM**

<b><i>Item</i></b>	<b><i>Description</i></b>	<b><i>Quantity</i></b>
1808-082	Door King Entry phone system	1

## **CARD ACCESS SYSTEM**

<b><i>Item</i></b>	<b><i>Description</i></b>	<b><i>Quantity</i></b>
NX4L1	4 Door Controller, Door Plock Power Supply, FA Interface	1
NXMPS	1 Door Controller	2
E-941SA-30	Single Mag Door Lock	3
E-941DA-600Q	Double Door Mag Lock	1
SD-7201GC-PEQ	Push to Exit Button	4
OP30HON	Mini Mullion Reader	5
RB610/QNEB1212	RB610 Relay(s) Mounted in QNEB1212 Box	1
6062/QNEB1111	Delay Timer Mounted in QNEB1111 Box	2
AC-RB26	Push Button Mounted on 1G SS Plate	2

## **TROUBLE CALL PROCEDURES**

The CA or representative calls Contractor to report the nature of problem.

The Contractor then contacts the CA and submits a report on the status of the trouble call the following day.

- A. When problem is resolved, Contractor will inform CA of their evaluation of the trouble and the action taken to remedy the situation.
- B. If problem is not resolved, Contractor will inform CA of the problem and provide what is required for repairs and an estimated time of completion.

Unauthorized extra work performed on a trouble call may not be compensated as determined by CA.

## **WRITTEN REPORTS:**

The Contractor shall submit to the Contract Administrator or his designated representative written reports attached to all billing request. The reports shall include, but is not limited to, a summary of activities, results of troubleshoot, maintenance, recommendations for follow-up, and any other information necessary to ensure systems are working properly. It will be the Contractor's responsibility to maintain a checklist by recording the data after each scheduled maintenance and emergency repairs. Contractor shall submit to the Contract Administrator or his designated representative written reports attached to all billing requests.

**EXTRA WORK:**

For extra work not covered by the Contract, the Contractor shall submit a separate written proposal to the Contract Administrator describing the work to be done and the cost to perform the work, including all taxes and freight costs. If the proposal is found acceptable, and without further solicitation of other bidders, the Contract Administrator may issue a separate Purchase Order to authorize the work.

**CONTRACT ADMINISTRATOR:**

The Contract Administrator is Loretta Ho, Asset Management Specialist, and may be contacted by calling (808) 594-0309 or by e-mail at [loretta.ho@hawaii.gov](mailto:loretta.ho@hawaii.gov).



## Security Camera and Card Access Systems for HCDA

Method of Procurement: Small Purchase RFQ

Solicitation Number: Q17001072

Category: Goods and Services

Submittal Due Date & Time: 02/08/2017 12:00 PM

Release Date: 02/06/2017

### Line Items

Ln Item #	Item Title	UoM	Quantity	Line Item Description
1	Security Camera and Card Access Systems for HCDA	YEAR	1	Security Camera and Card Access Systems for HCDA

### Line Item Responses:

Line Item: 1; Title: Security Camera and Card Access Systems for HCDA;  
 UoM: YEAR; Quantity: 1;

Vendor Name	Unit Price	Extended Price	Vendor Comments
Honeywell International Inc.	\$6,560.42	\$6,560.42	

Manufacturer Name	Manufacturer ID	Manufacturer Part #	Manufacturer URL
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Vendor Name	Unit Price	Extended Price	Vendor Comments
ALERT HOLDINGS GROUP, INC.	\$590.00	\$590.00 x 12 = 7080	MONTHLY MAINTENANCE AGREEMENT - DOES NOT INCLUDE REPLACEMENT OF NON-WORKING EQUIPMENT AT TIME OF INITIAL SERVICE.

Manufacturer Name	Manufacturer ID	Manufacturer Part #	Manufacturer URL
* Antoinette			

*Spoke to Antoinette on 2/8 to clarify bid. She stated she read the specifications but did not understand the request.*

## ABSTRACT REPORT

HiePRO - State of Hawaii eProcurement

**Sum of All Line Items by Vendor:**

Vendor Name	Ln Item #(s)	Unit Price Sum	Extended Price Sum	Vendor Compliance in HCE
ALERT HOLDINGS GROUP, INC.	1	\$590.00	\$590.00	yes (02/08/2017 12:05 PM)
Honeywell International Inc.	1	\$6,560.42	\$6,560.42	yes (02/08/2017 12:05 PM)

## 2017 ABB Security System and Card Access

Rank	Bidder	Annual Service (Quarterly)	HiePRO Bid Amount	HiePRO Bid Amount Ext. Year 1	HiePRO Bid Amount Ext. Year 2	HiePRO Bid Amount Ext. Year 3	HiePRO Bid Amount Ext. Year 4	GRAND Total Bid Amount 5 Years	DQ	ALLOWAN CE	Why
1	Honeywell International, Inc. 250 Ward Avenue, Ste 100 Honolulu, Hawaii 96814 Phone: 591-6705 Fax: 591-6721	\$6,560.42	\$6,560.42	\$6,560.42	\$6,560.42	\$6,560.42	\$6,560.42	\$32,802.10		\$25,000	
2	Contact: Jayson Oyadomori Alert Holding Group, Inc 2668 Waiwai Loop Honolulu, Hawaii 96819-1938	\$7,080.00	\$7,080.00	\$7,080.00	\$7,080.00	\$7,080.00	\$7,080.00	\$35,400.00	X		Bid monthly rather than quarterly. In addition, vendor commented in notes: Does not include replacement of non-working equipment at time of initial service.