

Discovery Harbour Community Association

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NOVEMBER 2020

GARDENER & JANITOR BIDS for DHCA located at 94-1604 Makali'i St., Naalehu HI

This contract is for the period from January 1, 2021 through December 31, 2022. This Bid is for reduced services during the COVID Pandemic and when the circumstances allow for DHCA to re-open its community hall, an amendment or modification to the Agreement will be agreed upon by both parties. Please submit your bid/proposal with liability insurance binder (minimum \$1,000,000) and copy of license by December 20, 2020. Bid/Proposal is for both services. Fees will be paid at the end of each month with receipt of invoice for services. A 1099 will be issued at the end of each fiscal year. You may drop off your bid/proposal at the office Monday, Wednesday, or Friday 8 a.m. – noon or put it in our mail slot after hours, fax, mail or email to the address noted above.

BID FOR GARDENER

Provide labor, equipment and materials necessary to perform the following services at most twice per month and as needed:

1. Mow, trim and weed the grounds as necessary, including but not limited to, the yard around the Assembly Hall and Fire Hall, and the Playing Field on lots #823 and #400. Clear all debris due to mowing from the drive and roadway perimeter.
2. Spray herbicides (supplied by gardener) carefully and as needed around edges of rock walls, fence lines, cement driveway and walkways, harsh slopes mauka of parking area and building perimeters.
3. Weed all planting beds. Trim coconut fronds and remove and take to dump all accumulated trimmings and debris.

BID FOR JANITOR

During the COVID Pandemic, provide the following services on a limited schedule:

Clean the Assembly Hall and wipe down kitchen twice per month and restrooms weekly. Wash all windows and screens in the Assembly Hall and office bi-monthly or as needed. Sweep and damp mop the Assembly Hall floors approximately twice a month and bathrooms weekly. Vacuum office floor once per month and dust as needed. Shampoo/or Steam carpet in office twice per year; wipe down all baseboards in office and Assembly Hall. Wipe blinds in office monthly. Remove and dispose of all accumulated trash. Wash and sterilize sinks and toilets in both bathrooms. Check and replenish with DHCA supplied toilet paper, paper towels and soap as needed. If any supplies are purchased by contractor, receipt for reimbursement is required. Wipe down baseboards and door smudges as needed.

The Services may also include other miscellaneous tasks which both Parties agree upon in advance.