



STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
HONOLULU, HAWAII

Legal Ad Date: October 7, 2016

**INVITATION FOR BIDS  
NO. PSD 17-WCF-12**

SEALED BIDS  
FOR  
FURNISHING

**OPERATION AND MAINTENANCE SERVICES  
OF WASTEWATER TREATMENT PLANT  
WAIAWA CORRECTIONAL FACILITY**

will be received up to and opened at 2:00 p.m. (HST)  
on  
**October 27, 2016**

in the Department of Public Safety, Administrative Services Office – Procurement and Contracts Unit, 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814.

Questions relating to this bid solicitation shall be directed to Mr. Marc Yamamoto, by telephone at (808) 587-1215, by facsimile at (808) 587-1244, or by email to [marc.s.yamamoto@hawaii.gov](mailto:marc.s.yamamoto@hawaii.gov).

Nolan P. Espinda, Director,  
Department of Public Safety

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Name of Company

**PSD 17-WCF-12**

**WAGE CERTIFICATE**  
(For Service Contracts)

Subject: IFB/~~RFP~~ No.: PSD 17-WCF-12

Title of IFB/RFP: Operation and Maintenance Services of  
Wastewater Treatment Plant Waiawa Correctional Facility

\_\_\_\_\_  
(To be completed by Offeror)

Pursuant to Section 103-55, Hawaii Revised Statutes (HRS), I certify that if awarded the contract in excess of \$25,000, the services to be performed will be performed under the following conditions:

1. The services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work; and
2. All applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that failure to comply with the above conditions during the period of the contract shall result in cancellation of the contract, unless such noncompliance is corrected within a reasonable period as determined by the procurement officer. Payment in the final settlement of the contract or the release of bonds, if applicable, or both shall not be made unless the procurement officer has determined that the noncompliance has been corrected; and

I further understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wage required by section 103-55, HRS.

Offeror \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

PSD 17-WCF-12  
OPERATION AND MAINTENANCE SERVICES  
OF WASTEWATER TREATMENT PLANT  
WAIAWA CORRECTIONAL FACILITY

Procurement Officer  
Department of Public Safety  
State of Hawaii  
919 Ala Moana Boulevard, Room 413  
Honolulu, Hawaii 96814

Dear Sir:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the 103D General Conditions Form AG-008 Effective 10/17/2013 by reference made a part hereof and available upon request submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted (was/were) independently arrived at without collusion.

The undersigned represents: **(Check  one only)**

- A **Hawaii business** incorporated or organized under the laws of the State of Hawaii; **OR**  
 A **Compliant Non-Hawaii business** not incorporated or organized under the laws of the State of Hawaii, but registered at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii.

State of incorporation: \_\_\_\_\_

Offeror is:

- Sole Proprietor     Partnership     Corporation     Joint Venture  
 Other \_\_\_\_\_

Federal I.D. No.: \_\_\_\_\_

Hawaii General Excise Tax License I.D. No.: \_\_\_\_\_

Payment address (other than street address below): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Business address (street address): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Respectfully submitted:

Date: \_\_\_\_\_

(x) \_\_\_\_\_

Authorized (Original) Signature

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

\_\_\_\_\_  
Name and Title (Please Type or Print)

E-mail Address: \_\_\_\_\_

\* \_\_\_\_\_

**Exact Legal Name of Company (Offeror)**

\*If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

\_\_\_\_\_

The following offer is hereby submitted for Operation and Maintenance Service of the Wastewater Treatment Plant at the Waiawa Correctional Facility, Department of Public Safety, as specified herein:

1. Semi-Weekly and Weekly Maintenance Services:  
 52 weeks at \$ \_\_\_\_\_/week = \$ \_\_\_\_\_
  2. Monthly Maintenance Services:  
 12 months at \$ \_\_\_\_\_/month = \$ \_\_\_\_\_
  3. Quarterly Maintenance Services:  
 4 quarters at \$ \_\_\_\_\_/quarter = \$ \_\_\_\_\_
  4. Semi-Annual Maintenance Services:  
 2 semi-annuals at \$ \_\_\_\_\_/semi-annual = \$ \_\_\_\_\_
- Total Sum Bid: \$ \_\_\_\_\_**

MAN-HOUR RATE FOR EMERGENCY SERVICES

| <u>Time</u>             | <u>Service</u> | <u>Rate Per Hour</u> |
|-------------------------|----------------|----------------------|
| 7:45 a.m. to 4:30 p.m.  | Mechanical     | \$ _____             |
|                         | Electrical     | \$ _____             |
| 4:30 p.m. to 7:45 a.m.  | Mechanical     | \$ _____             |
|                         | Electrical     | \$ _____             |
| Saturday                | Mechanical     | \$ _____             |
|                         | Electrical     | \$ _____             |
| Sunday & State Holidays | Mechanical     | \$ _____             |
|                         | Electrical     | \$ _____             |

Offeror \_\_\_\_\_

**OFFEROR SHALL PROVIDE THE FOLLOWING INFORMATION:**

A. Number of years Offeror has been operating and maintaining wastewater treatment plant: \_\_\_\_\_

B. Wastewater Treatment Business License No.: \_\_\_\_\_ (attach copy to bid)

C. Local Office/Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

D. References

List the names and addresses of companies or government agencies in the State of Hawaii for whom Offeror has provided or is presently providing similar services as specified herein:

|     | <u>Name</u> | <u>Address</u> | <u>Contact Person</u> | <u>Phone</u> |
|-----|-------------|----------------|-----------------------|--------------|
| (1) | _____       | _____          | _____                 | _____        |
| (2) | _____       | _____          | _____                 | _____        |
| (3) | _____       | _____          | _____                 | _____        |

E. Insurance

Commercial General Liability Insurance (Occurrence Form):

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Policy Period: \_\_\_\_\_

Offeror \_\_\_\_\_

## SPECIFICATIONS

### SCOPE OF WORK

The Contractor shall provide all necessary labor, equipment, materials, chemicals, tools, supplies, and appurtenances for operating and maintaining the wastewater treatment plant at the Waiawa Correctional Facility (WCF).

Contractor's services shall be conducted in accordance with the best practices of the industry governing the operation and maintenance of wastewater treatment plants, and in accordance with the manufacturer's instructional manuals, so as to assure the final effluent is within State Department of Health requirements.

Contractor shall operate and maintain the WCF wastewater treatment plant at all times under the direct supervision of a licensed operator.

### SERVICE SCHEDULE

All services provided by the Contractor shall be performed between 7:45 a.m. and 4:30 p. m., Monday through Friday, except during emergency conditions. Contractor shall perform the required maintenance services on a semi-weekly, weekly, monthly, quarterly and semiannual basis as required. Except for emergency services, routine operating and maintenance service shall not be performed on State holidays.

### GENERAL INFORMATION

#### 1. Sewage Treatment Plant

The existing sewage treatment plant was manufactured by Smith and Loveless, Job No. 46-0541, and includes the following major components:

- a) Two Blowers, Sutorbilit, 3MF-LHBD motors and
- b) Two Motors, Baldor 3 H.P., 1750 RPM., O.D.P. 3/60/208.

#### 2. Sewage Lift Pump Stations

The existing lift pump station #1 at the plant location and #2 by Building No. 6 consists of the following:

- a) Two each vertical sewage pumps/motors,
- b) Two each vacuum priming pumps, pump controllers, and level controller, and
- c) One each blower house vent fan.

#### 3. Emergency Generator

- a) One generator, Onan 250 Genset,
- b) One switch gear and test switch, and
- c) One fuel storage tank.

### CONTRACTOR RESPONSIBILITIES

## **General Services**

1. Contractor shall make at least two inspections per week of the wastewater treatment plant. Each inspection shall include, but is not limited to, checking all equipment to determine whether it is operating properly. The Contractor shall inspect the following to ascertain all equipment are functioning properly and in conformity with the designed process of wastewater treatment process, within conditions and limitations of the plant design, location, construction, and machinery and equipment installation:
  - a) Wastewater pumping system;
  - b) Screening system;
  - c) Aeration system;
  - d) Air blowers;
  - e) Electrical equipment; and
  - f) Chlorination system.
2. Contractor shall lubricate, adjust, and perform maintenance on all equipment as required by the equipment manual.
3. Contractor shall maintain all electric motors and control equipment as required.
4. Contractor shall perform housekeeping duties semi-weekly, such as sweeping, mopping, and dusting, at the wastewater treatment plant. The Contractor shall also keep the bottom of chlorine contact tank clean.
5. Contractor shall keep clean, all open channels and exposed surfaces of tanks, pump pits, and walkways, either by scrubbing and/or flushing with water.
6. Contractor shall properly prepare and touch-up paint all rusted metal surfaces, and paint machinery and pipelines as needed.
7. Sludge Removal. The Contractor shall determine the proper amount of return activated sludge to the aeration basin from the clarifiers. The Contractor shall also determine the proper amount of waste activated sludge withdrawal from the clarifiers for disposal. Removal and disposal costs for sludge or other debris shall be the responsibility of the Contractor, at no additional cost to the State.

## **Services As Required by Title 11, Chapter 62, Hawaii Administrative Rules**

The following duties are the minimum duties required along with other duties as required to meet the State's Hawaii Administrative Rules, Title 11, Chapter 62 Wastewater system including any subsequent amendments, and the manufacturer's service manual requirements.

### Semi-Weekly Operations and Tests

1. Verify proper valve alignment of system,
2. Verify flow meter readings,
3. Check onsite hypochlorite generation system and refill salt as necessary,
4. Adjust hypochlorite solution feeder for proper disinfection of effluent,
5. Remove and properly dispose of debris from bar screening,
6. Clean clarifier as needed,

7. Provide basic preventative maintenance on equipment and facilities as needed,
8. Back flush both return activated sludge air lift pumps and pipes, as needed,
9. Hose down all surfaces that come in contact with the wastewater from the influent wet well to the effluent wet well,
10. Skim grease balls and floating material from the surface of the clarifiers,
11. Dispose of grease balls and floating material in a proper manner (Contractor shall not bury on-site),
12. Back flush the airlift pumps for the scum skimmers,
13. Balance air diffusers to establish proper dissolved oxygen in the aeration basin (1mg/L to 2mg/L), as needed,
14. Dissolved oxygen test,
15. Temperature at influent and effluent,
16. Inflow flow rate,
17. Chlorine residual reading in effluent.

#### Weekly Tests

1. Aeration basin 30 minute settle ability test,
2. pH readings at effluent. Add soda ash if necessary to maintain a range of 6.0 to 9.0,
3. Influent and effluent BOD<sub>5</sub>,
4. Effluent chlorine residual,
5. Record total daily flow,
6. As needed, mix liquor suspended solids, microscopic analysis of bacteria,
7. Effluent fecal coliform bacteria (minimum five samples per month),
8. Check both pumps and motors in sewage lift pump station, in accordance with the manufacturer's instructions. Test and clean the level control and alternators switch as required. Test and clean the magnetic starters as required. Keep wet well clear of debris and grease accumulation, and
9. Contractor shall perform all other mandatory checks and tests as required by the State and Federal authorities.

#### Monthly Tests

1. Effluent suspended solids,
2. As needed, mix liquor suspended solids, and
3. Check to ensure that all emergency functions are in proper working condition.

#### Quarterly Services

1. Preventive maintenance checks on R-2 pumps, control systems, and filter systems.

#### Semi Annual Services

1. Preventative maintenance check on secondary pumps at treatment plant.
2. Maintenance of the water lilies (hyacinths) shall not be the responsibility of the Contactor, but shall be the sole responsibility of the facility. Any readings that are affected by the facility's efforts to remove the hyacinths, i.e., turbidity, shall be noted in the monthly management report.

#### Repairs

1. Contractor shall be responsible, at no additional cost to the State, for materials and labor for any single equipment part or single equipment replacement that costs \$100 or less (excluding tax). Only new standard parts manufactured by the maker of each unit or parts of equal quality shall be used.

Repairs to the system shall be deemed routine maintenance if such repairs do not require replacement of a major component which costs more than \$100, such as a section of piping, a major control mechanism, a pump, a master meter, an electric motor, or other similar component. The Contractor shall notify the Department prior to acquiring all single parts, equipment, or non-contractor services exceeding \$100 or exceeding the scope of this contract.

2. The Department reserves the right to engage the Contractor or to contract elsewhere for the needed repairs. If approval in writing is given to the Contractor, the Department shall reimburse the Contractor, by issuing a purchase order, for the actual cost of the part(s), equipment, and repair/replacement work (labor charge as offered on Offer Form, page OF-2).

### **Emergency Service**

The Contractor shall provide on-call 24-hour emergency service for the wastewater treatment plant and collection system. Contractor service shall include investigation and mitigation. Work requiring heavy equipment needs or excavation shall be the responsibility of the Department.

Contractor shall provide 24-hour service capabilities to handle any emergency service, which shall be paid for by the Department, as contracted. However, if the emergency repair is a result of Contractor's negligence during routine maintenance servicing, Contractor will not be paid for emergency services.

### **CLEAN UP**

At completion of each operational and/or maintenance service or repair/replacement, the Contractor shall clean up and remove all rubbish, grease and debris from the premises resulting from this work, and keep the entire area clean and neat.

### **REPORTS**

The Contractor shall maintain a daily operating and maintenance log for all test data, abnormalities, trouble calls, and time of day in and out of the plant shall be recorded in approved log form. Operating and maintenance records shall be kept at the plant in a location designated by the Department and shall be available for inspection by authorized personnel.

The Contractor shall record all maintenance and repair work (if authorized) performed on the specified equipment. Repair records shall be submitted to the Department within three (3) days after completion of the authorized repairs.

The Contractor shall provide the facility with a list of all chemicals and quantities that will be stored on the site. This is for providing reports to the fire department on the hypochlorite generation system. This is a requirement of the contract. We are temporarily using a 12.5% solution until we can repair or replace the system.

The Contractor shall submit the following:

1. Weekly reports;
2. Monthly reports;
  - a. Operating report with respect to system operation, data, graphics, and analysis thereof;
  - b. Management report - recommendations, warnings, trends;
  - c. Monthly waste discharger information, including names, dates, and quantities of discharge in gallons;
3. Annual budget for operations and maintenance of wastewater system pertaining to this contract; and
4. Reports to State agencies as required on water quality and use

#### **LAWS TO BE OBSERVED**

1. The Contractor, at all times, shall observe and comply with all Federal, State, and local laws or ordinances in any manner affecting the conduct of work and shall indemnify and save harmless the Department of Public Safety and its representatives against any claim arising from the violation by the Contractor or their respective employees, of any such law, by-law, or ordinances.

#### **SAFETY**

1. Contractor shall comply with all laws relating to safety and shall take all necessary precautions to protect the public and tenants from injury resulting from his work.
2. Contractor shall take whatever steps may be necessary to safeguard his work and also the property of the Department, as well as other individuals in the vicinity of his work area during the execution of this contract. Contractor shall be solely responsible for and make good on any and all damages and for losses to work or property caused by his or his employees' negligence.

## **SPECIAL PROVISIONS**

### **TERMS AND ACRONYMS USED HEREIN**

|                   |   |
|-------------------|---|
| ASO-PC            | = Department of Public Safety, Administrative Services Office - Procurement and Contracts Unit, 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814   |
| Bidder or Offeror | = Any individual, partnership, firm, corporation, joint venture, or other entity submitting directly or through a duly authorized representative or agent, a bid for the good, service, or construction contemplated. |
| HRS               | = Hawaii Revised Statutes   |
| HAR               | = Hawaii Administrative Rules   |
| GC                | = 103D General Conditions Form AG-008 Effective 10/17/13 issued by the Department of the Attorney General.  |
| IFB               | = Invitation for Bids   |
| RFP               | = Request for Proposals   |
| GET               | = General Excise Tax  |
| WCF               | = Waiawa Correctional Facility  |

### **SCOPE**

The Operation and Maintenance Services of the Wastewater Treatment Plant at the Waiawa Correctional Facility (WCF), shall be in accordance with these Special Provisions, the attached Specifications, and the GC by reference made a part hereof and available at the Department of Public Safety, ASO-PC, 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96813, and on the internet at: <http://hawaii.gov/forms/internal/departement-of-the-attorney-general/103d/view>.

### **CONTRACT ADMINISTRATOR**

For purposes of this contract, Mr. Vernon Tanaka, Institutional Facility Supervisor, at Waiawa Correctional Facility, or his authorized representative is designated the Contract Administrator. Mr. Tanaka can be reached at 677-6161.

### **TERM OF CONTRACT**

Contractor shall enter into a contract for the services specified herein for a period of twelve (12) months commencing on December 1, 2016 or the official start date specified on the Notice to Proceed.

Unless terminated, the contract may be extended for not more than three (3) additional twelve-month periods or parts thereof, without the necessity of rebidding, upon mutual agreement in writing, provided the contract unit price remains the same or as adjusted for any allowable increase related to increased wages to public employees performing similar work.

### **RESPONSIBILITY OF OFFERORS**

Offeror is advised that if awarded a contract under this solicitation, Offeror shall, upon award of the contract, furnish proof of compliance with the requirements of §3-122-112, HAR:

1. Chapter 237, tax clearance;
2. Chapter 383, unemployment insurance;

3. Chapter 386, workers' compensation;
4. Chapter 392, temporary disability insurance;
5. Chapter 393, prepaid health care; and
6. One of the following:
  - a. Be registered and incorporated or organized under the laws of the State (hereinafter referred to as a "Hawaii business"); or
  - b. Be registered to do business in the State (hereinafter referred to as a "compliant non-Hawaii business").

Refer to the Award of Contract provision herein for instructions on furnishing the documents that are acceptable to the State as proof of compliance with the above-mentioned requirements.

### **CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS**

Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body.

### **OFFEROR QUALIFICATION**

Waiawa Correctional Facility is a Type II facility requiring Grade II Operator. In addition to meeting the legal and other requirements specified herein, Offeror shall meet the following qualifications to be considered for award:

1. At the time of offer submittal, Offeror shall have a valid license for wastewater treatment plant operation and maintenance services, registered with the Hawaii State Department of Commerce and Consumer Affairs. The business license number shall be noted on Offer Form, page OF-3.
2. At the time of bid submittal, Offeror shall have been in the wastewater treatment plant operation and maintenance business for a minimum of two (2) consecutive years.
3. At the time of bid opening, Offeror shall have a permanent office and representative(s) in the State of Hawaii, who can be contacted by the State on matters concerning the personnel assigned to contract.

### **CERTIFICATION OF INDEPENDENT COST DETERMINATION**

By submission of an offer in response to this solicitation, Offeror certifies the following:

1. The costs in response to this solicitation have been arrived at independently, without consultation, communication, or agreement with any other Offeror, as to any matter relating to such costs for the purpose of restricting competition.
2. Unless otherwise required by law, the cost which have been quoted in this solicitation have not been knowingly disclosed by the Offeror, directly or indirectly, to any other Offeror or competitor prior to the award of the contract.
3. No other attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

### **SITE INSPECTION**

### **SPECIAL PROVISIONS**

**SP-2**

**PSD 17-WCF-12**

Prior to submittal of an offer, Offerors may inspect the wastewater treatment plant to thoroughly familiarize themselves with existing conditions, rules and regulations, and the extent and nature of work to be performed. Offeror inspection is not mandatory; however, submission of an offer shall be evidence that the Offeror understands the scope of the project and shall comply with specifications herein, if awarded the contract. No additional compensation, subsequent to bid opening, shall be allowed by reason of any misunderstanding or error regarding site conditions or work to be performed.

Offerors shall arrange for a project inspection with the Contract Administrator.

## **SUBMISSION OF OFFER**

**Faxed Documents:** Facsimile version of bid offers shall NOT BE ACCEPTED. Offerors shall plan accordingly to meet the bid opening date.

Offeror is required to submit the completed offer in a sealed envelope identified with the following information:

Offeror's name, address, and telephone number  
The words, "INVITATION FOR BIDS"  
The Invitation for Bids number  
The title of the Invitation for Bids  
The date and time of bid opening

Attention: ASO, Procurement and Contracts Unit  
Department of Public Safety  
919 Ala Moana Boulevard, Room 413  
Honolulu, Hawaii 96814

### **ASO shall not be responsible for any misrouting of improperly identified submittals.**

Offers shall be received at the ASO-PC, 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, no later than the date and time stated on the cover page of the IFB. Timely receipt of offers shall be evidenced by the date and time registered by the ASO-PC time stamp clock. Offers received after the deadline shall be returned unopened.

If the Offeror chooses to deliver its offer by United States Postal Service (USPS), please be aware that the USPS does not deliver directly to Room 413. This may cause a delay in receipt by the ASO-PC and the offer may reach the ASO-PC after the deadline, resulting in automatic rejection.

## **OFFER PREPARATION**

**Offer Form, Page OF-1.** Offeror is requested to submit its offer using Offeror's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable; and to indicate exact legal name in the appropriate space on Offer Form, page OF-1. Failure to do so may delay proper execution of the contract.

The authorized signature on the first page of the Offer Form shall be an original signature in ink. If unsigned or the affixed signature is a facsimile or a photocopy, the offer shall be automatically

rejected unless accompanied by other material, containing an original signature, indicating the Offeror's intent to be bound.

**Hawaii business.** A business entity referred to as a “Hawaii business”, is registered and incorporated or organized under the laws of the State of Hawaii.

**Compliant non-Hawaii business.** A business entity referred to as a “compliant non-Hawaii business,” is not incorporated or organized under the laws of the State of Hawaii but is registered to do business in the State.

**Hawaii Vendors.** A vendor doing business in the State of Hawaii, as evidenced by its Hawaii General Excise Tax (GET) license number, is liable for the Hawaii GET. Offeror shall submit his current Hawaii General Excise Tax I.D. number in the space provided on Offer Form, page OF-1.

**Tax Liability.** Work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS, and if applicable, taxable under Chapter 238, HRS. Vendors are advised that they are liable for the Hawaii GET at the current 4% rate for all islands except Oahu, and 4.5% for the island of Oahu only, which includes the .5% assessment for the County Surcharge Tax (CST); and also liable for the applicable Use tax at the current at the rate of .5%. If, however, an Offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, Offeror shall state its tax exempt status and cite the HRS chapter or section allowing the exemption.

**Taxpayer Preference.** For evaluation purposes, pursuant to Section 103-53.5, HRS, as amended, the price offer submitted by an Offeror not liable for the GET under this solicitation, shall be increased by the current rate of the GET. Under no circumstance shall the dollar amount of the award include the aforementioned adjustments

**Bid Price.** Bid price shall include all labor, equipment, materials, all applicable taxes and all other expenses incurred to provide services as specified herein. The bid prices shall be the all-inclusive cost to the State, and no other charges will be honored, unless addressed herein. Offeror shall make an offer for all items to qualify for award consideration.

**Multiple or Alternate Offers.** Multiple or alternate offers are not allowed and shall be rejected.

**Offer Guaranty or Bid Bond.** An offer guaranty is not required for this solicitation.

**Offeror Qualifications.** Offeror shall complete information on the Offer Form pages where Offeror qualification information is requested. Offeror shall submit to the State, at the time of offer submittal or upon the State’s request, a copy of whatever State licenses are required to provide the services specified herein.

**Insurance.** Offeror shall provide insurance information as requested on Offer Form, page OF-3.

**References.** Offeror shall list on Offer Form, page OF-3, companies or government agencies for which Offeror has performed the same or similar services as specified herein for the past two (2) consecutive years, and who can, if necessary, attest to the Offeror’s service performance. The State reserves the right to contact the references to inquire about Offeror’s current or past job performance.

**Wage Certificate.** Offeror shall complete and submit the attached wage certification by which Offeror certifies that the services required will be performed pursuant to Section 103-55, HRS.

### **STATUTORY REQUIREMENTS OF SECTION 103-55, HRS**

Offerors are advised that Section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Offerors are further advised that in the event of an increase in wage rates to public employees performing similar work during the contract period, Contractor will be obliged to provide wages no less than those increased wages.

Contractor shall be further obliged to notify its employees performing work under this contract of the provisions of Section 103-55, HRS, and of the current wage rate for public employees performing similar work. The Contractor may meet this obligation by posting a notice to this effect in the Contractor's place of business accessible to all employees, or the Contractor may include such notice with each paycheck or pay envelope furnished to the employee.

A Wastewater Treatment Plant Operator II is required for this contract; therefore, Contractor is required to pay such employee(s) performing work under this contract the specified prevailing public employee wages. As of October 7, 2016, the current wage rate for Wastewater Treatment Plant Operator II (BU-01/ BC-11) is \$26.46 per hour. Accordingly, Offeror should consider the aforementioned wage rate when preparing the offer.

### **INSPECTION OF OFFERS**

At the bid opening, all offers may be inspected after having been publicly read, provided that only one offer be inspected at a time and that no offers shall be permitted to leave the bid opening room.

After the formal procedure of bid opening, all offers will be evaluated for award recommendation. During this period, offers will not be available for inspection.

### **AWARD OF CONTRACT**

**Method of Award.** Award, if made, will be to the qualified responsive and responsible Offeror submitting the lowest total sum bid. Offeror shall make an offer on all items to qualify for award consideration.

The solicitation may be canceled or the offers may be rejected, in whole or in part, when in the best interest of the Department of Public Safety, as provided in Sections 3-122-95 through 3-122-97, Hawaii Administrative Rules (HAR).

### **REQUIREMENT FOR AWARD**

**Responsibility of Lowest Responsive Bidder.** Reference §3-122-112, HAR, Responsibility of Offerors. If compliance documents have not been submitted to the Department of Public Safety, Administrative Services Office- Procurement and Contracts Unit, 919 Ala Moana Boulevard, Room 413, Honolulu, HI 96814 (ASO-PC) prior to award, the lowest responsive offeror shall produce documents to the procurement officer to demonstrate compliance with this section.

Effective October 31, 2013, pursuant to Procurement Circular No. 2011-02, Amendment 1, for all other offerors, registering on the Hawaii Compliance Express (HCE) is recommended but not

mandatory. Valid hardcopies of their tax clearance certificate (Form A-6), "Form LIR#27 Application for Certificate of Compliance with Section 3-122-112, HAR", and a "Certificate of Good Standing" are acceptable. However, if the offeror is currently participating in HCE, offeror shall be required to maintain compliance through HCE.

To facilitate award it is recommended that Offerors register with the Hawaii Compliance Express prior to their bid submittal.

**Hawaii Compliance Express.** The Hawaii Compliance Express (HCE) allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov> to acquire a "Certificate of Vendor Compliance." The HCE provides current compliance status as of the issuance date. The "Certificate of Vendor Compliance" indicating that vendor's status is compliant with the requirements of Chapter 103D-310(c), HRS, shall be accepted for both contracting purposes and final payment. Vendors that elect to use the new HCE services will be required to pay an annual fee of \$12.00 to the Hawaii Information Consortium, LLC (HIC).

***Alternatively,** for offerors who elect not to register on the Hawaii Compliance Express (HCE), verification of compliance shall be submitted by separately applying for paper certificates at the various state agencies as follows:*

**HRS Chapter 237 tax clearance requirement for award.** Instructions are as follows:

Pursuant to §103D-328, HRS, lowest responsive offeror shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. It must be valid on the date it is received by the ASO-PC.

The tax clearance certificate shall be obtained on the State of Hawaii, DOTAX "TAX CLEARANCE APPLICATION" Form A-6 (Rev. 2013) which is available at the DOTAX and IRS offices in the State of Hawaii or the DOTAX website and by mail or fax:

DOTAX Website (Forms & Information): [http://tax.hawaii.gov/forms/a1\\_1alphalist/](http://tax.hawaii.gov/forms/a1_1alphalist/)

DOTAX Forms by Fax/Mail: .....(808) 587-4242  
.....1-800-222-3229  
IRS .....(808) 566-2748

Completed tax clearance applications may be mailed, faxed, or submitted in person to the Department of Taxation, Taxpayer Services Branch, to the address listed on the application. Facsimile numbers are:

DOTAX: ..... (808) 587-1488  
IRS: ..... (808) 524-5950

The application for the clearance is the responsibility of the Offeror, and must be submitted directly to the DOTAX or IRS and not to the ASO-PC. However, the tax clearance certificate shall be submitted to the ASO-PC.

**HRS Chapters 383 (Unemployment Insurance), 386 (Workers' Compensation), 392 (Temporary Disability Insurance), and 393 (Prepaid Health Care) requirements for award.**

Instructions are as follows:

Pursuant to §103D-310(c), HRS, the lowest responsive offeror shall be required to submit a certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). The certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the ASO-PC. A photocopy of the certificate is acceptable to the ASO-PC.

The certificate of compliance shall be obtained on the State of Hawaii, DLIR “*FORM LIR#27 APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR*”, which is available at <http://labor.hawaii.gov/ui/ui-forms/> or at the neighbor island DLIR District Offices. The DLIR will return the form to the Offeror who in turn shall submit it to the ASO-PC.

The application for the certificate is the responsibility of the offeror, and must be submitted directly to the DLIR and not to the ASO-PC. However, the certificate shall be submitted to the ASO-PC.

**Compliance with Section 103D-310(c)(1) and (2), HRS.** Pursuant to section 3-122-112, HAR, the lowest responsive offeror shall be required to submit a “*CERTIFICATE OF GOOD STANDING*” (Certificate) issued by the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division (BREG). The Certificate is valid for six months from date of issue and must be valid on the date it is received by the ASO-PC. A photocopy of the certificate is acceptable to the ASO-PC.

To obtain the Certificate, the Offeror must first be registered with the BREG. A sole proprietorship, however, is not required to register with the BREG, and therefore not required to submit the certificate.

On-line business registration and the Certificate are available at [www.BusinessRegistrations.com](http://www.BusinessRegistrations.com). To register or to obtain the Certificate by phone, call (808) 586-2727 (M-F 7:45 to 4:30 HST). Offerors are advised that there are costs associated with registering and obtaining the Certificate.

**Timely Submission of all Certificates.** The above certificates should be applied for and submitted to the ASO-PC as soon as possible. If a valid certificate is not submitted on a timely basis for award of a contract, an offer otherwise responsive and responsible may not receive the award.

**Final Payment Requirements.** Contractors registered on the HCE are required to submit a valid “Certificate of Vendor Compliance” for final payment of the contract.

Contractors not electing to register on the HCE are required to submit a valid tax clearance (not over two-months old) and an original “*CERTIFICATION OF COMPLIANCE FOR FINAL PAYMENT*” (SPO Form-22), copy attached, for final payment.

## **DISQUALIFICATION OF OFFERORS**

An Offeror shall be disqualified and his offer automatically rejected for any one or more of the following reasons: proof of collusion, in which case, all offers involved in the collusive action will be rejected and any participant to such collusion shall be barred from future solicitations until reinstated; Offeror’s lack of responsibility and cooperation as shown by past work or services; Offeror being in arrears on existing contracts with the State or having defaulted on previous contracts; Offeror’s lack of proper equipment and/or sufficient experience to perform the work

contemplated; Offeror does not possess proper license to cover the type of work contemplated, if required; Offeror's delivery of the offer after the deadline specified in the public notice calling for offers, or as amended, except as allowed in Section 3-122-29(1), HAR; or Offeror's failure to pay, or satisfactorily settle, all bills overdue for labor and material on former State contracts at the time of issuance of solicitation.

## **OFFER ACCEPTANCE**

Acceptance of an offer, if any, will be made within sixty (60) calendar days after the opening of offers, and the prices quoted by the Offeror shall remain firm for the sixty (60) day period.

## **CONTRACT EXECUTION**

The successful Offeror receiving an award shall be required to enter into a formal written contract. Performance and payment bonds are not required for this contract.

Any agreement arising out of this offer is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order, or other directive.

Liability insurance shall be required of the Contractor and, if applicable, to all of Contractor's subcontractors.

No work is to be undertaken by the Contractor prior to the contract commencement date. The State of Hawaii is not liable for any work, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to the official starting date.

If the option to extend for each twelve-month period is mutually agreed upon, the Contractor shall be required to execute a supplement to the contract for each extended period.

## **LIABILITY INSURANCE**

The Contractor shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract. The policy or policies of insurance maintained by the Contractor shall provide the following limit(s) and coverage:

| <u>Coverage</u>  | <u>Limits</u>  |
|--|--|
| 1. Commercial General/Product Liability<br>(Occurrence form) | \$1,000,000 per occurrence for<br>bodily injury and property damage<br>\$2,000,000 aggregate |
| 2. Comprehensive Automobile Liability                        | BI: \$1,000,000 per person<br>\$1,000,000 per accident<br>PD: \$1,000,000 per accident       |

Each insurance policy required by this contract shall contain the following clauses:

1. "The State of Hawaii, Department of Public Safety, is added as an additional insured as respects to operations performed for the State of Hawaii."
2. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

The Contractor will immediately provide written notice to the Department of Public Safety, ASO Purchasing and Contracts Staff should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope or not renewed upon expiration.

The Contractor shall maintain the minimum insurance required in full compliance with the Hawaii Insurance Code throughout the entire term of the contract, including supplemental agreements. The policy or policies of insurance maintained by the Contractor shall provide the limits and coverages specified herein.

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.

The Contractor agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefor on deposit with the State during the entire term of this contract. Upon request by the State, Contractor shall furnish a copy of the policy or policies.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

If the Contractor is authorized by the Department Coordinator to subcontract, subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Contractor agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

### **CONTRACT ADJUSTMENT PURSUANT TO SECTION 103-55, HRS**

Should public employee wages for Wastewater Treatment Operator II increase during any period of the contract, including supplements, the Contractor may request for an increase in contract price. The increase requested shall be the result of a wage increase to the Contractor's employees performing the work herein.

Contractor's request for an increase must meet the following criteria:

1. At the time of request, Contractor must provide documentation to show that he is in compliance with Section 103-55, HRS, i.e., its employees are being paid no less than the known wage of the specified public employees. Documents shall include employees' payroll records and a statement that those employees are being utilized for this contract.
2. Contractor's request for an increase shall be submitted in writing to the Department of Public Safety's Procurement and Contracts Office, on a timely basis.

**Contractor's request for an adjustment to the contract price due to public employee wage increases, shall be retroactive only to the beginning of the current twelve-month or shorter contract period.**

3. The price adjustment method by which the bid price per hour per attendant shall be calculated is as follows:

|     |   |   |   |
|-----|---|---|---|
| BPH | = | Bid Price/Hour/Operator                                 | (Example: \$15.00/hour)                             |
| CHW | = | Current Hourly Wage Rate                                | (Example: \$11.00/hour)                             |
| NHW | = | New Hourly Wage Rate<br>paid to State employees         | (Example: \$11.50/hour)                             |
| HWI | = | Hourly Wage Increase<br>to State employees (NHW – CHW ) | (Example: \$11.50/hour - \$11.00/hour = \$.50/hour) |
| ABP | = | Adjusted Bid Price/Hour/<br>Operator (BPH + HWI)        | (Example: \$15.00 + \$.50 = \$15.50/hour)           |

4. In addition to the actual dollar amount of wage increase, Contractor may apply for the percentage (%) fringe benefits required by statute. However, the resulting fringe benefit percentage increase shall only be applicable to the actual dollar amount of the increase, and the State shall only consider those benefits that are required by contract and are directly affected by the wage increase.

If the request includes an adjustment for wage related fringe benefits, Contractor must provide support documentation and an itemized percentage breakdown of the fringe benefits being paid. The State has determined that the applicable fringe benefits for wage related price adjustments shall be limited to federal old age benefits, workers' compensation, temporary disability insurance, unemployment insurance and prepaid health care.

The percentage increase for fringe benefits is set at 16%, which includes workers' compensation, temporary disability insurance and unemployment insurance. If Contractor is able to document that its percentage for fringe benefits is higher than 16%, the State will review the Contractor's claims.

If allowable fringe benefits are requested, then the following method of calculation shall be applied to the HWI:

|       |   |   |                                |
|-------|---|---|--------------------------------|
| 16%   | = | % Total for Allowable Fringe<br>Benefits                | (Example: 16%)                 |
| \$AFB | = | Adjustment for Allowable Fringe<br>Benefits (HWI x %FB) | (Example: \$.50 x .16 = \$.08) |

The ABP + \$AFB is equal to the adjusted contract unit bid price. In the example, \$15.50 + \$.08 = \$15.59. The allowable amount of increase to the original unit bid price in the example is \$.59.

## **INVOICING**

An original and two (2) copies of monthly invoices, along with a summary detailing the dates and maintenance service actually provided, shall be sent to the following address:

Department of Public Safety

Waiawa Correctional Facility  
94-560 Kamehameha Highway  
Waipahu, HI 96797

Attn: Mr. Roy Kepoo

All invoices shall reference the contract number.

Charges for all parts and additional services requested by the State, if any, shall be invoiced separately with a full description of the work performed. Charges for the additional services shall be computed at the contracted rate per hour. Charges for parts and additional services (including emergency services) shall be paid for by purchase order. Contractor shall provide proper documentation for reimbursement on Department approved parts.

**Final Payment Requirements.** Contractor is required to submit a valid "Certificate of Vendor Compliance" for final payment on the contract.

## **PAYMENT**

Payment for services rendered under this contract shall be paid by purchase order.

Section 103-10, HRS, provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory performance of the services to make payment. For this reason, the State will reject any offer submitted with a condition requiring payment within a shorter period. Further, the State will reject any offer submitted with a condition requiring interest payments greater than that allowed by Section 103-10, HRS, as amended.

The State will not recognize any requirement established by the Contractor and communicated to the State after award of the contract that requires payment within a shorter period or interest payment not in conformance with statute.

## **CONTRACT MODIFICATION**

The State reserves the right to add or delete equipment or modify the scope of service as a result of any future changes to the system. Any change requested by the State shall be effective upon the execution of a contract modification or supplemental agreement.

## **RE-EXECUTION OF WORK**

Contractor shall re-execute any work that fails to conform to contract requirements and shall immediately remedy any defects due to faulty workmanship by the Contractor. Should Contractor fail to comply, the State reserves the right to engage the services of another company to perform the services and to deduct such costs from monies due to the Contractor.

**Final Payment Requirements.** Contractor is required to submit a valid "Certificate of Vendor Compliance" for final payment on the contract.

## **REMOVAL OF CONTRACTOR'S EMPLOYEES**

Contractor agrees to remove any of its employees from services rendered and to be rendered to the State, upon request in writing by the Contract Administrator.

## **LIQUIDATED DAMAGES**

Liquidated damages is fixed at the sum of TWENTY-FIVE DOLLARS (\$25.00) per scheduled calendar day for each and every day the Contractor fails to perform in whole or in part any of his obligations specified herein. Liquidated damages may be deducted from any payments due or to become due to the Contractor. Exceptions will be granted only for problems beyond the control of the Contractor.

## **RIGHTS AND REMEDIES FOR DEFAULT**

In the event the Contractor fails, refuses, or neglects to perform the services in accordance with the requirements of these Special Provisions, the Specifications, and General Conditions herein, in addition to the recourse stated in Section 13 of the General Conditions, the State reserves the right to purchase in the open market, a corresponding quantity of the services specified herein and to deduct from any moneys due or that may thereafter become due the Contractor, the difference between the price named in the contract and the actual cost thereof to the State. In case any money due the Contractor is insufficient for said purpose, the Contractor shall pay the difference upon demand by the State. The State may also utilize all other remedies provided by law.

## **RECORDS RETENTION**

The Contractor and any subcontractor(s) shall maintain the books and records that relate to the contract and any cost or pricing data for three (3) years from the date of final payment under the contract.

## **COMPLAINT OR PROTEST**

Protestors with a complaint should seek an informal resolution with the procurement officer named in solicitation.

Pursuant to section 103D-701, HRS, and section 3-126-3, HAR, a protest may be filed on any phase of a solicitation including the content of the solicitation, provided that the protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto, and further provided that the protest is submitted in writing prior to the date set for the receipt of offers.

Pursuant to section 103D-701, HRS, and section 3-126-4, HAR, a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award of the contract.

Any protest pursuant to section 103D-701, HRS, and sections 3-126-3, HAR, or 3-126-4, HAR, shall be submitted in writing to the Procurement Officer, Department of Public Safety, 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814.

Notice of award(s), if any, shall be posted on the State Procurement Office website: <http://hawaii.gov/spo2/source/>

1. Click on "Search"
2. Under **Method**, select the appropriate method of solicitation
3. Under **Department** select "Public Safety"
4. Click on "Search"
5. Click on the appropriate Contract / PO No. / Solicitation No.



DEPARTMENT OF HUMAN RESOURCES  
CITY AND COUNTY OF HONOLULU

Class Specification

100117  
100118  
100120  
100121

WASTEWATER TREATMENT PLANT OPERATOR  
GRADES I, II, III, IV  
BC 10, 11, 12 & 13; BU 01

Duties Summary:

Independently operates and maintains a Class I, II, III or IV wastewater treatment plant and lower classed plants, as well as tributary pumping plants; participates in the major overhaul, repair, and installation of treatment and pumping plant equipment; and performs other related duties as required.

Distinguishing Characteristics:

These classes differ from that of Assistant Wastewater Treatment Plant Operator in that the Wastewater Treatment Plant Operator I, II, III and IV independently stand watch and operate and maintain various equipment and facilities at a wastewater treatment plant; whereas the Assistant Wastewater Plant Operator assists and/or participates in, and receives supplemental training relating to, the operation and maintenance of various equipment and facilities at a wastewater treatment plant.

These classes differ from those of Wastewater Treatment Plant Supervisor I, II, III and IV in that the Wastewater Treatment Plant Operator I, II, III and IV independently operate and maintain wastewater treatment plant equipment and facilities; whereas the Wastewater Treatment Plant Supervisor I, II, III and IV supervise, and have immediate charge of and twenty-four hour responsibility for, all operational and maintenance activities at a wastewater treatment plant.

Grade Level Standards:

Grade I: This level is characterized by its primary responsibility for operating and being in direct responsible charge of a Class I wastewater treatment plant, as rated by the State Board of Certification of Operating Personnel in Wastewater Treatment Facilities.

Grade II: This level is characterized by its primary responsibility for operating and being in direct responsible charge of a Class II wastewater treatment plant, as rated by the State Board of Certification of Operating Personnel in Wastewater Treatment Facilities.

Grade III: This level is characterized by its primary responsibility for operating and being in direct responsible charge of a Class

III wastewater treatment plant, as rated by the State Board of Certification of Operating Personnel in Wastewater Treatment Facilities.

Grade IV: this level is characterized by its primary responsibility for operating and being in direct responsible charge of maintaining a Class IV wastewater treatment plant, as rated by the State Board of Certification of Operating Personnel in Wastewater Treatment Facilities.

Illustrative Examples of Work:

Operates and maintains wastewater treatment and tributary pumping plants to assure the safe, effective, efficient, and economical use of processes and equipment, and to comply with pertinent City, State and Federal regulations; operates various equipment to regulate the flow of wastewater, air and sludge between the unit processes of the plant, reads and records readings from meters, gauges and other recording devices and interprets data to maintain or improve plant operations; inspects plant and mechanical equipment for malfunctions, irregularities and needed repairs; lubricates, changes oil, and makes running repairs and adjustments to machinery and equipment; participates in the installation, overhaul and major repair of treatment and pumping plant equipment; drains and cleans settling tanks, clarifiers, chlorinating chambers, digesters and aeration tanks; maintains sludge digestion systems, dewatering equipment, drying beds and pulverizers; collects samples of raw, partially treated, and treated wastewater and sludge and performs chemical and physical analyses thereof, including settleable solids, settleability, ph, chlorine residual, dissolved oxygen and suspended solids; interprets laboratory results and makes appropriate process adjustments; maintains test result records, data sheets and reports; paints equipment, buildings and structures; keep station logs and prepares operational reports; may be assigned to work in other plants for training and development purposes and to qualify for higher level certification; may be assigned to machine shop or other duties as necessary; attends employee safety and training sessions; operates a motor vehicle to transport personnel and equipment.

Minimum Qualification Requirements for the Class:

Training and Experience: Graduation from high school or equivalent satisfactory to the State Board of Certification of Operating Personnel in Wastewater Plants; experience and/or training of sufficient scope and quality to competently perform the journey level skills and duties of the applicable position.

License Requirement: Possession of the applicable Hawaii Mandatory Wastewater Treatment Plant Operator Certificate; possession of a valid Hawaii State driver's license (Type 3 or modified 4) or appropriate commercial driver's license with proper endorsements, as applicable; and a current State Department of Transportation medical examination certificate, as required.

Knowledge of: practices and procedures used in the operation and maintenance of wastewater treatment and pumping plant equipment; the various types of wastewaters and associated problems and processes; sampling methods and the physical and chemical tests used in treatment plant control; servicing

requirements of moving machinery; hazards and safety practices involved in working around high voltage equipment and moving machinery; process quality control requirements and remedial measures in dealing with process malfunctions and emergencies; arithmetic; uses of basic mechanic hand and power tools.

Ability to: operate and maintain electrical pumping units and auxiliary equipment; read and interpret meters and gauges, record readings and maintain operating records; perform the required laboratory tests and analyzes results; make arithmetical computations; use common hand and power tools; act quickly and effectively in emergencies; work with dexterity and safety; understand and follow oral and written instructions; work harmoniously with others; handle weights and loads.

Physical Requirement:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Special Working Conditions: exposure to hazardous, filthy and/or obnoxious conditions; may also be subject to shift, weekend and holiday work as required.

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This is an amendment to the specification approved for the classes, **WASTEWATER TREATMENT PLANT OPERATOR I, II, III AND IV**, approved on September 24, 1981 and effective May 1, 1982.

APPROVED: March 8, 2006

KEN Y. NAKAMATSU  
Director of Human Resources