Instructions to Offerors Non-Construction

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Attachment 13

1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

(1) signing and returning the amendment;
(2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
(3) letter or telegram, or
(4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

(1) Have adequate financial resources to perform the contract, or the ability to obtain them;
(2) Have a satisfactory performance record;
(3) Have a satisfactory record of integrity and business ethics;
(4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
(5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

(1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
(2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/HUD that the late receipt was due solely to mishandling by the HA/HUD after receipt at the HA;
(3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
(4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may
(1) reject any or all offers if such action is in the HA's interest,
(2) accept other than the lowest offer,
(3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show **the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.**

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

Certifications and Representations of Offerors
Non-Construction Contract

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No: 2577-0180 (exp. 7/30/96)

Attachment 14

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/ offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

(1) [ ] has, [ ] has not employed or retained any person or company to solicit or obtain this contract; and

(2) [ ] has, [ ] has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/ offer that it:

(a) [ ] is, [ ] is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) [ ] is, [ ] is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) [ ] is, [ ] is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

[ ] Black Americans
[ ] Hispanic Americans
[ ] Native Americans
[ ] Asian Pacific Americans
[ ] Asian Indian Americans
[ ] Hasidic Jewish Americans

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

(1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder/ offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

(1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(l) through (a)(3) above.

(c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

(i) Award of the contract may result in an unfair competitive advantage;

(ii) The Contractor's objectivity in performing the contract work may be impaired; or

(iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title:

PART I DEPARTMENT OF PERSONNEL SERVICES 9.030
STATE OF HAWAII

Class Specifications
for the Class:

BU 01
BC-05

REFUSE COLLECTOR

Duties Summary:

Performs the lifting of heavy containers at designated collection locations around State buildings and grounds and deposits their contents into a refuse truck; and performs other duties as required.

Distinguishing Characteristics:

This class involves a regular and continuous assignment as a member of a refuse collection crew. A sustained lifting and movement of heavy containers is required at collection points; and litter, debris and other rubbish are also picked up and loaded manually.

Examples of Duties:

Accompanies a refuse truck on a designated scheduled route to collection pick-up points; lifts oil drums and other containers, and deposits contents into the load section of the truck; returns containers to their proper places; shovels or hand carries trash into the truck; rakes and tidies up refuse collection areas as necessary; picks up and loads tree trimmings and hedge cuttings into the truck; may assist in maintaining grounds areas by performing routine manual tasks such as weeding, watering and sodding; may dig and shovel dirt for the laying of lawn sprinkler pipes.

Knowledge and Abilities Required:

Knowledge of: Proper methods in the manual lifting of heavy objects; safety practices appropriate to the work.

Ability to: Perform heavy manual work; understand and follow oral instructions.

This is the first specification for the new class, REFUSE COLLECTOR established as a result of a classification appeal decision by the Civil Service Commission.

DATE APPROVED: October 11, 1965

/s/ Edmond L. McIntosh
for (Mrs.) EDNA TAVARES TAUFAASAU
Director of Personnel Services

Minimum Qualification Specifications
for the class

REFUSE COLLECTOR

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

No written test will be required.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which require regular and continuous lifting and moving of heavy containers and, typically, the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

This is an amendment to the minimum qualification specification for the class REFUSE COLLECTOR approved on January 7, 1966.

DATE APPROVED: 4/17/86

/s/ Clement L. Kamalu
for JAMES H. TAKUSHI
Director of Personnel Services

Class Specifications
for the Class:

TRUCK DRIVER-LABORER

BU 01
BC-05

Duties Summary:

Operates medium and heavy trucks as a regular work assignment, and performs operational maintenance; performs manual, unskilled and semi-skilled work in the general construction and maintenance of roads and adjacent areas; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from classes in the Truck Driver series in that the Truck Driver-Laborer is regularly assigned to operate medium (factory rated capacity of 1-1/2 tons and over, but less than 5 tons), and heavy (factory rated capacity of 5 tons and over) trucks, but spends a major portion of the work time in performing manual, unskilled and semi-skilled work; whereas classes in the Truck Driver series are responsible for operating and maintaining trucks as a major work assignment and may perform manual work as an auxiliary or sporadic assignment.

This class differs from the class General Laborer II in the Truck Driver-Laborer, although spending a major portion of time performing manual, unskilled and semi-skilled work, is regularly assigned to operate medium and heavy trucks on a continuing basis; whereas the General Laborer II performs manual work which includes tasks that require some manipulative skill, but does not include the operation of medium and heavy trucks on a regular or continuing basis.

Examples of Duties:

Operates dump trucks to haul rocks, gravel, dirt and other material; operates a tank truck to haul water to landscaped areas; operates water pumps and waters plants and grass with hose or spray attachments; plants trees, shrubs and grass along landscaped areas of the highway; prunes trees and shrubs; cultivates and weeds landscaped areas; cleans ditches and culverts; cuts grass along highways; assists in building or repairing stonewalls, guard rails and patching pavement; performs a variety of manual, unskilled and semi-skilled work in the general construction and maintenance of roads, buildings, structures and equipment; keeps records of supplies and materials used in maintaining landscaped areas such as insecticides and fertilizers; may supervise a helper assisting in the maintenance of landscaped areas.

Knowledge, Skills and Abilities Required:

Knowledge of: Common hand tools and equipment used in manual, unskilled and semi-skilled work; common methods, procedures and materials used in general construction and maintenance work; method of operating motorized equipment representative of the class; the capacity and uses of motorized equipment representative of the class; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; hazards and safety precautions applicable to the operation of motorized equipment representative of the class.

Ability to: Operate motorized equipment representative of the class skillfully and safely; understand and follow oral and written instructions; perform minor maintenance work on equipment representative of the class; perform lifting, carrying or other manual work typical of the class; operate simple machinery; understand and observe traffic laws and rules; learn a variety of semi-skilled work tasks; operate simple machinery.

This is an amendment (format change only) to the class specification for the class TRUCK DRIVER-LABORER approved on December 3, 1985.

DATE APPROVED: 4/23/91

SHARON Y. MIYASHIRO
Director of Personnel Services

Minimum Qualification Specifications
for the Class:

TRUCK DRIVER-LABORER

Experience Requirement

One (1) year of manual, unskilled and semi-skilled work experience in general construction and/or building repair and maintenance, some of which shall have included the operation of trucks representative of the class (i.e., medium trucks with a factory rated capacity of 1-1/2 tons or more, but less than 5 tons, and heavy trucks with a factory rated capacity greater than 5 tons), or any equivalent combination of training and experience.

License Requirement

A valid license of the appropriate type (e.g., Class 4 or Commercial Driver's License with applicable endorsements) to drive in the State of Hawaii is required to perform the essential functions of the position.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class TRUCK DRIVER-LABORER, which were approved on April 23, 1991.

DATE APPROVED: 4/5/2013

BARARA A. KRIEG, Director
Department of Human Resources Development

Class Specifications
for the Class:

BU 01
BC-06

TRUCK DRIVER

Duties Summary:

Operates a truck of at least 1-1/2 ton factory-rated capacity but less than 5 tons, or a tank truck having a capacity of 1200 gallons or less as a major work assignment, and performs operational maintenance; may perform manual work tasks in connection with general construction and maintenance work; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Light Truck Driver in that the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons as a major work assignment; whereas the Light Truck Driver operates and maintains a truck having a factory-rated capacity of less than 1-1/2 tons or a passenger-type vehicle such as a sedan or station wagon as a major work assignment and may occasionally operate heavier trucks.

This class differs from that of Heavy Truck Driver in that the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons or a tank truck having a capacity of 1200 gallons or less as a major work assignment and may occasionally operate heavier trucks; whereas the Heavy Truck Driver operates and maintains a truck having a factory-rated capacity of 5 tons and over or a tank truck having a capacity of over 1200 gallons as a major work assignment.

Examples of Duties:

Operates a truck representative of the class to haul gravel, rocks, dirt, sand, rubbish and other materials; operates a tank; truck appropriate to the class for watering landscaped areas, poisoning weeds and brush, or for applying bitumuls to pavement; may keep records of areas watered or sprayed with poison; transports personnel to and from work sites; operates or runs equipment attached to or mounted on trucks such as booms, air compressors and spraying equipment; checks trucks for gasoline, oil, water, and proper air pressure in tires, and tends to such

needs; services and makes minor emergency repairs to equipment; cuts grass and branches; cleans storm drains, and cleans debris from highways and other areas; spreads asphaltic concrete and rock in repairing pavement; may direct others in loading and unloading truck; or may operate tractor mowers, light trucks or other similar pieces of equipment; and may occasionally operate other types of motorized equipment or heavy trucks.

Knowledge, Skills, and Abilities Required:

Knowledge of: Method of operating motorized equipment representative of this class; the capacity and uses of motorized equipment representative of this class; operational maintenance needs of motorized equipment representative of this class; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; and hazards and safety precautions applicable to the operation of motorized equipment representative of the class.

Ability to: Operate motorized equipment representative of this class skillfully and safely; understand and observe traffic laws and rules; perform minor maintenance work on equipment representative of this class; learn to operate attachments to trucks, such as booms, generators, air compressors, and spraying equipment; understand and follow oral and written instruction; use common hand tools; observe mechanical defects and take steps to have such defects corrected; and perform lifting, carrying or other manual work typical of the class.

This is an amendment (format change only) to the specification for the class TRUCK DRIVER approved on September 23, 1988.

DATE APPROVED: 4/23/91

SHARON Y. MIYASHIRO
Director of Personnel Services

Minimum Qualification Specifications
for the Class:

TRUCK DRIVER

Experience/Training Requirement

One (1) year of work experience in the operation of trucks representative of the class, or any equivalent combination of training and experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required

Applicants must possess valid license to drive in the State of Hawaii, and an appropriate Commercial Driver's License with proper endorsements, as applicable.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class TRUCK DRIVER, which were approved on April 23, 1991.

DATE APPROVED: 8/20/2012

BARBARA A. KRIEG, Director
Department of Human Resources Development

Class Specifications
for the Class:

HEAVY TRUCK DRIVER

BU 01
BC-07

Duties Summary:

Operates a truck having a factory-rated capacity of 5 tons and over, or a tank truck having a capacity of over 1200 gallons as a major work assignment, and performs operational maintenance; may perform manual work tasks in connection with general construction and maintenance work; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Truck Driver in that the Heavy Truck Driver operates and maintains a truck having a factory-rated capacity of 5 tons or over, or a tank truck having a capacity of over 1200 gallons as a major work assignment; whereas the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons, or a tank truck having a capacity of 1200 gallons or less as a major work assignment and may occasionally operate heavier trucks.

Examples of Duties:

Operates a truck representative of the class in hauling sand, rocks, aggregates, dirt, and other materials; operates a tank truck having a capacity of over 1200 gallons which is used for watering landscaped areas, poisoning weeds and brush, or applying bitumuls to pavement; operates or runs equipment attached to or mounted on trucks such as rock spreaders, booms, air compressors and spraying equipment; transports personnel to and from work sites; loads and unloads trucks; keeps equipment supplied with fuel, oil, water and air; services and makes minor emergency repairs to equipment; may keep records of areas watered or sprayed with poison; cuts grass, cleans ditches and cleans dirt and debris from highways and other areas; spreads asphaltic concrete and rocks in repairing pavement; may supervise others in loading and unloading trucks or performing other tasks related to the operation of the truck or attachments; and may operate other types of motorized equipment and assist in manual work as required.

Knowledge, Skills and Abilities Required:

Knowledge of: Method of operating motorized equipment representative of the class; the capacity and uses of motorized equipment representative of this class; maintenance needs of motorized equipment representative of this class; laws, ordinances, practices, and rules and regulations governing the operation of motorized equipment on streets and highways; and hazards and safety precautions applicable to the operation of motor vehicles.

Ability to: Operate motorized equipment representative of this class skillfully and safely; understand and follow oral and written instructions; perform minor maintenance work on equipment representative of this class; learn to operate attachments to trucks such as booms, generators, air compressors and spraying equipment; understand and observe traffic laws and rules; and observe mechanical defects and take steps to have such defects corrected; perform lifting, carrying or other manual work typical of the class.

This is an amendment (format change only) to the class specification for the class HEAVY TRUCK DRIVER approved on December 3, 1985.

DATE APPROVED: 4/23/91

SHARON Y. MIYASHIRO
Director of Personnel Services

Minimum Qualification Specifications
for the Class:

HEAVY TRUCK DRIVER

Experience Requirement

One (1) year of work experience in the operation of trucks having a factory-rated capacity of more than 1-1/2 tons, or any equivalent combination of training and experience.

License Requirement

A valid license of the appropriate type (e.g., Class 4 or Commercial Driver's License with applicable endorsements) to drive in the State of Hawaii is required to perform the essential functions of the position.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class HEAVY TRUCK DRIVER, which were approved on April 23, 1991.

DATE APPROVED: 4/5/2013

BARBARA A. KRIEG, Director
Department of Human Resources Development

State of Hawaii

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

SALARY SCHEDULE

Effective Date: 07/01/2026

Bargaining Unit: 01 Blue Collar, Non-Supervisor

		A			A			A			A
BC01	ANN	53,664	BC09	ANN	72,936	WS01	ANN	55,608	WS09	ANN	77,400
	MON	4,472		MON	6,078		MON	4,634		MON	6,450
	8HR	206.40		8HR	280.56		8HR	213.84		8HR	297.68
	HRLY	25.80		HRLY	35.07		HRLY	26.73		HRLY	37.21
BC02	ANN	54,408	BC10	ANN	75,708	WS02	ANN	58,188	WS10	ANN	80,148
	MON	4,534		MON	6,309		MON	4,849		MON	6,679
	8HR	209.28		8HR	291.20		8HR	223.84		8HR	308.24
	HRLY	26.16		HRLY	36.40		HRLY	27.98		HRLY	38.53
BC03	ANN	55,944	BC11	ANN	78,468	WS03	ANN	59,880	WS11	ANN	83,256
	MON	4,662		MON	6,539		MON	4,990		MON	6,938
	8HR	215.20		8HR	301.84		8HR	230.32		8HR	320.24
	HRLY	26.90		HRLY	37.73		HRLY	28.79		HRLY	40.03
BC04	ANN	58,188	BC12	ANN	81,480	WS04	ANN	62,292	WS12	ANN	86,292
	MON	4,849		MON	6,790		MON	5,191		MON	7,191
	8HR	223.84		8HR	313.36		8HR	239.60		8HR	331.92
	HRLY	27.98		HRLY	39.17		HRLY	29.95		HRLY	41.49
BC05	ANN	60,516	BC13	ANN	84,444	WS05	ANN	64,812	WS13	ANN	89,556
	MON	5,043		MON	7,037		MON	5,401		MON	7,463
	8HR	232.72		8HR	324.80		8HR	249.28		8HR	344.48
	HRLY	29.09		HRLY	40.60		HRLY	31.16		HRLY	43.06
BC06	ANN	62,952	BC14	ANN	87,672	WS06	ANN	67,404	WS14	ANN	92,868
	MON	5,246		MON	7,306		MON	5,617		MON	7,739
	8HR	242.16		8HR	337.20		8HR	259.28		8HR	357.20
	HRLY	30.27		HRLY	42.15		HRLY	32.41		HRLY	44.65
BC07	ANN	65,460	BC15	ANN	90,960	WS07	ANN	70,092	WS15	ANN	96,408
	MON	5,455		MON	7,580		MON	5,841		MON	8,034
	8HR	251.76		8HR	349.84		8HR	269.60		8HR	370.80
	HRLY	31.47		HRLY	43.73		HRLY	33.70		HRLY	46.35
BC08	ANN	68,136				WS08	ANN	72,888			
	MON	5,678					MON	6,074			
	8HR	262.08					8HR	280.32			
	HRLY	32.76					HRLY	35.04			

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2027
Bargaining Unit: 01 Blue Collar, Non-Supervisor

		A			A			A			A
BC01	ANN	55,812	BC09	ANN	75,852	WS01	ANN	57,828	WS09	ANN	80,496
	MON	4,651		MON	6,321		MON	4,819		MON	6,708
	8HR	214.64		8HR	291.76		8HR	222.40		8HR	309.60
	HRLY	26.83		HRLY	36.47		HRLY	27.80		HRLY	38.70
BC02	ANN	56,580	BC10	ANN	78,732	WS02	ANN	60,516	WS10	ANN	83,352
	MON	4,715		MON	6,561		MON	5,043		MON	6,946
	8HR	217.60		8HR	302.80		8HR	232.72		8HR	320.56
	HRLY	27.20		HRLY	37.85		HRLY	29.09		HRLY	40.07
BC03	ANN	58,176	BC11	ANN	81,612	WS03	ANN	62,280	WS11	ANN	86,592
	MON	4,848		MON	6,801		MON	5,190		MON	7,216
	8HR	223.76		8HR	313.92		8HR	239.52		8HR	333.04
	HRLY	27.97		HRLY	39.24		HRLY	29.94		HRLY	41.63
BC04	ANN	60,516	BC12	ANN	84,744	WS04	ANN	64,788	WS12	ANN	89,748
	MON	5,043		MON	7,062		MON	5,399		MON	7,479
	8HR	232.72		8HR	325.92		8HR	249.20		8HR	345.20
	HRLY	29.09		HRLY	40.74		HRLY	31.15		HRLY	43.15
BC05	ANN	62,940	BC13	ANN	87,816	WS05	ANN	67,404	WS13	ANN	93,144
	MON	5,245		MON	7,318		MON	5,617		MON	7,762
	8HR	242.08		8HR	337.76		8HR	259.28		8HR	358.24
	HRLY	30.26		HRLY	42.22		HRLY	32.41		HRLY	44.78
BC06	ANN	65,472	BC14	ANN	91,176	WS06	ANN	70,104	WS14	ANN	96,588
	MON	5,456		MON	7,598		MON	5,842		MON	8,049
	8HR	251.84		8HR	350.64		8HR	269.60		8HR	371.52
	HRLY	31.48		HRLY	43.83		HRLY	33.70		HRLY	46.44
BC07	ANN	68,076	BC15	ANN	94,596	WS07	ANN	72,900	WS15	ANN	100,260
	MON	5,673		MON	7,883		MON	6,075		MON	8,355
	8HR	261.84		8HR	363.84		8HR	280.40		8HR	385.60
	HRLY	32.73		HRLY	45.48		HRLY	35.05		HRLY	48.20
BC08	ANN	70,860				WS08	ANN	75,804			
	MON	5,905					MON	6,317			
	8HR	272.56					8HR	291.52			
	HRLY	34.07					HRLY	36.44			

State of Hawaii

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

SALARY SCHEDULE

Effective Date: 07/01/2028

Bargaining Unit: 01 Blue Collar, Non-Supervisor

		A			A			A			A
BC01	ANN	58,044	BC09	ANN	78,888	WS01	ANN	60,144	WS09	ANN	83,712
	MON	4,837		MON	6,574		MON	5,012		MON	6,976
	8HR	223.28		8HR	303.44		8HR	231.36		8HR	322.00
	HRLY	27.91		HRLY	37.93		HRLY	28.92		HRLY	40.25
BC02	ANN	58,848	BC10	ANN	81,876	WS02	ANN	62,940	WS10	ANN	86,688
	MON	4,904		MON	6,823		MON	5,245		MON	7,224
	8HR	226.32		8HR	314.88		8HR	242.08		8HR	333.44
	HRLY	28.29		HRLY	39.36		HRLY	30.26		HRLY	41.68
BC03	ANN	60,504	BC11	ANN	84,876	WS03	ANN	64,776	WS11	ANN	90,060
	MON	5,042		MON	7,073		MON	5,398		MON	7,505
	8HR	232.72		8HR	326.48		8HR	249.12		8HR	346.40
	HRLY	29.09		HRLY	40.81		HRLY	31.14		HRLY	43.30
BC04	ANN	62,940	BC12	ANN	88,128	WS04	ANN	67,380	WS12	ANN	93,336
	MON	5,245		MON	7,344		MON	5,615		MON	7,778
	8HR	242.08		8HR	338.96		8HR	259.12		8HR	358.96
	HRLY	30.26		HRLY	42.37		HRLY	32.39		HRLY	44.87
BC05	ANN	65,460	BC13	ANN	91,332	WS05	ANN	70,104	WS13	ANN	96,864
	MON	5,455		MON	7,611		MON	5,842		MON	8,072
	8HR	251.76		8HR	351.28		8HR	269.60		8HR	372.56
	HRLY	31.47		HRLY	43.91		HRLY	33.70		HRLY	46.57
BC06	ANN	68,088	BC14	ANN	94,824	WS06	ANN	72,912	WS14	ANN	100,452
	MON	5,674		MON	7,902		MON	6,076		MON	8,371
	8HR	261.84		8HR	364.72		8HR	280.40		8HR	386.32
	HRLY	32.73		HRLY	45.59		HRLY	35.05		HRLY	48.29
BC07	ANN	70,800	BC15	ANN	98,376	WS07	ANN	75,816	WS15	ANN	104,268
	MON	5,900		MON	8,198		MON	6,318		MON	8,689
	8HR	272.32		8HR	378.40		8HR	291.60		8HR	401.04
	HRLY	34.04		HRLY	47.30		HRLY	36.45		HRLY	50.13
BC08	ANN	73,692				WS08	ANN	78,840			
	MON	6,141					MON	6,570			
	8HR	283.44					8HR	303.20			
	HRLY	35.43					HRLY	37.90			

STATE OF HAWAI'I

Holidays to be observed in 2026 and 2027

2026 HAWAI'I STATE HOLIDAYS

(Hawaii Rev. Statutes, Sec. 8-1)	Day Observed in 2027	Official Date Designated in Statute/Constitution
New Year's Day	January 01, Thursday	The first day in January
Dr. Martin Luther King, Jr. Day	January 19, Monday	The third Monday in January
Presidents' Day	February 16, Monday	The third Monday in February
Prince Jonah Kūhiō Kalaniana'ole Day	March 26, Thursday	The twenty-sixth day in March
Good Friday	April 3, Friday	The Friday preceeding Easter Sunday
Memorial Day	May 25, Monday	The last Monday in May
King Kamehameha I Day	June 11, Thursday	The eleventh day in June
Independence Day	July 3, Friday	The fourth day in July
Statehood Day	August 21, Friday	The third Friday in August
Labor Day	September 7, Monday	The first Monday in September
General Election Day	November 3, Tuesday	The first Tuesday in November following the first Monday of even numbered years. (*Hawai'i State Constitution, Article 2 – Section 8)*
Veterans' Day	November 11, Wednesday	The eleventh day in November
Thanksgiving	November 26, Thursday	The fourth Thursday in November
Christmas	December 25, Friday	The twenty-fifth day in December

2027 HAWAI'I STATE HOLIDAYS

(Hawaii Rev. Statutes, Sec. 8-1)	Day Observed in 2027	Official Date Designated in Statute/Constitution
New Year's Day	January 01, Friday	The first day in January
Dr. Martin Luther King, Jr. Day	January 18, Monday	The third Monday in January
Presidents' Day	February 15, Monday	The third Monday in February
Prince Jonah Kūhiō Kalaniana'ole Day	March 26, Friday	The twenty-sixth day in March
Good Friday	March 26, Friday	The Friday preceeding Easter Sunday
Memorial Day	May 31, Monday	The last Monday in May
King Kamehameha I Day	June 11, Friday	The eleventh day in June
Independence Day	July 5, Monday	The fourth day in July
Statehood Day	August 20, Friday	The third Friday in August
Labor Day	September 6, Monday	The first Monday in September
Veterans' Day	November 11, Thursday	The eleventh day in November
Thanksgiving	November 25, Thursday	The fourth Thursday in November
Christmas	December 24, Friday	The twenty-fifth day in December

FOOTNOTES: For use solely by State government agencies. Federal government and local banking holidays may differ. For State agencies that operate on other than Monday-Friday 7:45 AM to 4:30 PM schedules, also refer to appropriate collective bargaining agreements. Created by the Department of Human Resources Development 01/12/2026. Subject to change.

BID SUBMITTAL CHECKLIST

IFB PMB-12-2026

FURNISH REFUSE COLLECTION SERVICES AT VARIOUS STATE AND FEDERAL LOW INCOME PUBLIC HOUSING PROPERTIES STATEWIDE

The following checklist is provided as a reference for bid submittal. The Bidder shall be responsible for complying with all aspects of bid submission requirements. The HPHA shall not be responsible for other pertinent IFB information not listed below:

- ☐ 1. Wage Certificate
- ☐ 2. Bid Offer Form (original signature required)
- ☐ 3. Corporate Resolution indicating authorized signer for bid and contractual documents
- ☐ 4. Certification and Representations of Offerors, Form HUD 5369-C
- ☐ 5. Statement of Bidder's Experience
- ☐ 6. Submit bid offer in a sealed envelope identified with IFB No. PMB-12-2026, bidder's legal name, business address, phone number, and address it to the attention of the IFB Coordinator.