



**STATE OF HAWAII**  
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM  
**HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION**

677 QUEEN STREET, SUITE 300  
HONOLULU, HAWAII 96813  
FAX: (808) 587-0600

IN REPLY REFER TO:  
09:DEV/0201

October 27, 2009

**INVITATION TO BIDDERS**

Bids will be received by the Hawaii Housing Finance and Development Corporation (HHFDC), 677 Queen Street, Suite 300, Honolulu, Hawaii 96813, through the Hawaii Electronic Procurement System (HePS), until no later than **4:30 p.m. on November 20, 2009** for tree cutting and herbiciding services on HHFDC property located at TMK (1) 4-5-023: 011 behind the private residence at 45-480 Loli'i Street at TMK (1) 4-6-038: 011 (Kolbe), in the Hokulele Subdivision, Kaneohe, Oahu, Hawaii, as described in the attached scope of services (HHFDC Job No. 09-011-L56-S).

In addition to this Invitation to Bidders (IFB), the following bid documents and pertinent information are attached for your examination:

- Disclosure Statement
- Vendor/Contractor Information Form
- Bid For Services
- Scope of Services
- Location maps
- Terms and Conditions
- Field Report of October 12, 2009

The Bid for Services, Vendor/Contractor Information Form, and Disclosure Statement must be completed and attached to the contractor's bid to HePS by the time and date stated above.

**SITE INSPECTION:** A pre-bid site inspection will be held at 9:00 a.m. on **November 13, 2009** in front of the private residence at 45-480 Loli'i Street in the Hokulele Subdivision, TMK (1) 4-6-038: 011. Attendance is not required, however, all interested bidders are encouraged to attend the site inspection meeting to familiarize themselves with existing conditions and the extent of the services to be performed as stated in the scope of work. Nothing stated at the pre-bid site inspection or any summary or minutes of the pre-bid site inspection shall revise this IFB solicitation unless a separate addendum specifically

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addressing the revision is issued. Submission of bid shall be evidence that bidder understands and will comply with the scope of services if awarded a purchase order for this work.

HHFDC reserves the right to reject any and all bids and may waive any bid document defects if the waiver is in the best interest of HHFDC. The HHFDC also reserves the right to extend the bid date and amend this IFB at any time prior to the bid due date. Should all bids equal or exceed the \$50,000.00 procurement threshold for small bids, then, this bid shall be void and requests for formal bids will be solicited as required by law.

Questions relating to this bid solicitation may be directed to Stan S. Fujimoto, Project Manager, at 587-0541.

Sincerely,

Karen Seddon  
Executive Director