



**STATE OF HAWAII**  
**OFFICE OF HAWAIIAN AFFAIRS**  
560 NORTH NIMITZ HIGHWAY, SUITE 200  
HONOLULU, HAWAII 96817

November 2, 2022

TO: Interested Parties

FROM: Alison Roney  
Procurement Agent

SUBJECT: Request for Proposal No. OPS 2022-039, Addendum No. 1  
Janitorial and Maintenance Services for the OHA's Honolulu Office

This Addendum No. 1 is to notify interested offers that Item 8. On-Call Maintenance Services on page 28 states:

1. On-Call Maintenance Services

- a. The Offeror shall be available to perform maintenance services on an on-call basis as requested by the OHA Contract Administrator. All on-call maintenance services shall be performed Monday through Friday from 7:30 a.m. to 4:00 p.m. HST, excluding State Holidays, unless otherwise approved by the OHA.
- b. The following shall be performed by the Offeror as requested by the OHA Contract Administrator and shall include, but may not be limited to:
  - 1) Painting and drywall repair;
  - 2) Replacement of light and/or light bulb;
  - 3) Installing and/or changing water faucet filter;
  - 4) Assembling, repairing, and adjusting furniture;
  - 5) Basic installation of office equipment and furniture (e.g., keyboard trays, small bookshelves, etc.);
  - 6) Mechanically adjusting doors and windows;

- 7) Repairing, installing, and or replacing screens, blinds, and ceiling tiles;
- 8) Drilling into walls to hang pictures or white boards;
- 9) Maintaining all on-site fire extinguishers, automated external defibrillators (AEDs) and smoke detectors including, but may not be limited to, certification, battery replacement, repair, and replacement. All aforementioned equipment shall remain in compliance with State and Federal fire codes by coordinating with the appropriate agencies. Additional expenses shall be reimbursed by the OHA upon receipt of appropriate invoices;
- 10) Periodically replace roach and ant traps in kitchen areas. Keep offices free of insects with periodic pest control treatment, as determined by the OHA;
- 11) Additional expenses shall be reimbursed by the OHA upon receipt of appropriate invoices;
- 12) Perform minor plumbing repairs for bathrooms and kitchen sinks which shall include, but may not be limited to, leaks, spills, and odors;
- 13) Perform minor handyman repair work, as requested by the OHA Contract Administrator and not in excess of ONE THOUSAND AND NO/100 DOLLARS (\$1,000.00); and
- 14) Perform emergency work due to the risk of the health and safety of individuals and/or property, as requested by the OHA Contract Administrator.

The aforementioned Item 8. On-Call Maintenance Services on page 28 is hereby amended to state as follows:

1. On-Site Maintenance Services

- a. The Offeror shall provide one (1) employee to perform on-site maintenance services. All on-site maintenance services shall be performed Monday through Friday from 7:45 a.m. to 4:30 p.m. HST, excluding State Holidays, unless otherwise approved by the OHA.
- b. The following shall be performed by the Offeror as requested by the OHA Contract Administrator and shall include, but may not be limited to:
  - 1) Painting and drywall repair;
  - 2) Replacement of light and/or light bulb;
  - 3) Installing and/or changing water faucet filter;
  - 4) Assembling, repairing, and adjusting furniture;
  - 5) Constructing, deconstructing, and relocating modular furniture;
  - 6) Basic installation of office equipment and furniture (e.g., keyboard trays, small bookshelves, etc.);
  - 7) Mechanically adjusting doors and windows;

- 8) Repairing, installing, and/or replacing screens, blinds, and ceiling tiles;
  - 9) Drilling into walls to hang pictures or white boards;
  - 10) Maintaining all on-site fire extinguishers, automated external defibrillators (AEDs) and smoke detectors including, but may not be limited to, certification, battery replacement, repair, and replacement. All aforementioned equipment shall remain in compliance with State and Federal fire codes by coordinating with the appropriate agencies. Additional expenses shall be reimbursed by the OHA upon receipt of appropriate invoices;
  - 11) Periodically replace roach and ant traps in kitchen areas. Keep offices free of insects with periodic pest control treatment, as determined by the OHA;
  - 12) Additional expenses shall be reimbursed by the OHA upon receipt of appropriate invoices;
  - 13) Perform minor plumbing repairs for bathrooms and kitchen sinks which shall include, but may not be limited to, leaks, spills, and odors;
  - 14) Perform minor handyman repair work not in excess of ONE THOUSAND AND NO/100 DOLLARS (\$1,000.00), as requested by the OHA Contract Administrator; and
  - 15) Perform emergency work due to the risk of the health and safety of individuals and/or property, as requested by the OHA Contract Administrator.
- c. The CONTRACTOR shall provide additional staff for maintenance services as needed on an on-call basis upon written approval from the OHA Contract Administrator.

If you have any questions please contact Alison Roney, RFP Coordinator at [proposals@oha.org](mailto:proposals@oha.org).