



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

November 14, 2022

TO: Interested Parties

FROM: Alison Roney  
Procurement Agent

SUBJECT: Request for Proposal No. OPS 2022-039, Addendum No. 3  
Janitorial and Maintenance Services for the OHA's Honolulu Office

This Addendum No. 3 is to notify all Offerors of the additional requirement to the Scope of Services.

Item A. Specific Qualifications and Requirements in Section V. Qualifications and Requirements on pages 31 and 32 states as follows:

A. Specific Qualifications and Requirements

1. The Offeror shall ensure that all personnel meet the minimum qualifications, including licensing and experience requirements.
2. The Offeror shall employ sufficient personnel at all times for performing the work in the manner and time required by these specifications and any subsequent post orders. The Offeror shall maintain and implement a plan to ensure minimal disruption of services due to staff vacancies, vacations, or changes in personnel.
3. The Offeror shall have a properly trained and licensed manager to oversee the entire operation and to ensure that the services required are satisfactorily performed. All custodial and office maintenance and handyman personnel shall be under the supervision of the Offeror.
4. Janitorial and office maintenance and handyman personnel shall refrain from having personal visitors and from socializing while on-duty.

5. The Offeror shall ensure that all information, documents, or materials viewed, discussed or provided in the line of duty shall be treated as confidential. The Offeror shall refrain from providing confidential information to the general public without express consent of the OHA.
6. The Offeror shall select only those individuals capable of demonstrating the following:
  - a. Ability to exercise good judgment;
  - b. Maturity in conduct and attitude;
  - c. Ability to communicate in English and read simple instructions; and
  - d. Courteous to members of the public and the OHA employees as well as tolerant in their interactions with others, and be well groomed and neat in appearance.
7. Offeror References

Each Offeror shall provide at least three (3) references, including the name, address, and telephone number of the company or agency and a person to be the contact reference. The references must be within the preceding four (4) years and with similar deliverables as detailed in the Scope of Work.

Item A. Specific Qualifications and Requirements in Section V. Qualifications and Requirements on pages 31 and 32 is hereby amended to state as follows:

A. Specific Qualifications and Requirements

1. The Offeror shall ensure that all personnel meet the minimum qualifications, including licensing and experience requirements.
2. The Offeror shall employ sufficient personnel at all times for performing the work in the manner and time required by these specifications and any subsequent post orders. The Offeror shall maintain and implement a plan to ensure minimal disruption of services due to staff vacancies, vacations, or changes in personnel.
3. The Offeror shall have a properly trained and licensed manager to oversee the entire operation and to ensure that the services required are satisfactorily performed. All custodial and office maintenance and handyman personnel shall be under the supervision of the Offeror.
4. Janitorial and office maintenance and handyman personnel shall refrain from having personal visitors and from socializing while on-duty.
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8. The Offeror shall have a minimum of six (6) years of experience working with a State agency.

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