

ALL OHA Cleaning Vendor Procurement											
Island	Office	Address	Square Feet	COC Office Lease End Date	Tenant Bathroom Y/N	1. Daily	2. M/W/F	3. Weekly	4. Monthly	5. Semi-Annually	6. On-Call Maintenance
O'ahu	Honolulu	560 N. Nimitz Hwy, Suite 117C, 200, Honolulu, HI 96817	44,298 sq. ft.	Building Owner	Y; 4 Total	<p>a. Empty all office and tenant space restroom wastebaskets and replace plastic liners as necessary. All refuse shall be placed in 55-gallon plastic bags and placed in the trash dumpsters located near the Waikiki and Ewa sides of Nā Lama Kukui by the Active Loading/Unloading areas, and the recycling bin located near the Ewa side of Nā Lama Kukui by the Active Loading/Unloading area.</p> <p>b. Wipe/clean and disinfect kitchen sinks, countertops, tabletops and microwaves.</p> <p>c. Clean and disinfect tenant space restroom floors, sinks, countertops, mirrors, toilets and urinals.</p> <p>d. Restock restroom product dispensers, as necessary.</p>	<p>a. Vacuum and spot clean all carpeted areas as necessary. Items included without limitation, such as staples and paper clips must be removed from carpet. Furniture moved while cleaning shall be returned to its original location.</p> <p>b. Sweep and spot clean all non-carpeted floors as necessary with the appropriate cleaning materials.</p> <p>c. Spot clean all doors, glass windows, and all walls to height of eight (8) feet.</p>	<p>a. Mop all non-carpeted floors.</p> <p>b. Vacuum and clean all interior partitions and windowills.</p> <p>c. Dust and wipe clean all flat surfaces, desks, countertops, office furniture, and equipment. Dusting shall only be accomplished only where there are no objects upon the surface. Items on desks shall not be moved or dusted.</p>	<p>a. Clean all doors, windows (interior and exterior, as appropriate), louvers, screens, blinds, and window coverings.</p> <p>b. Damp wipe all metal portions of partition panels, trim doorway/walls and picture frames.</p> <p>c. Deep clean kitchen appliances including microwaves and refrigerators.</p>	<p>a. Deep clean all A/C unit vents.</p> <p>b. Deep clean/Shampoo all carpeted areas.</p> <p>c. Strip, wax and buff all non-carpeted floors.</p> <p>d. Remove and clean light fixture diffusers.</p> <p>e. Clean all building walls (floor to ceiling), glass windows, and all front doors (interior and exterior).</p> <p>f. Disinfect tenant-space bathrooms which shall include but may not be limited to floors, counters, toilets/urinals, mirrors, walls.</p> <p>g. Dust and clean areas above eight (8) feet in height which shall include but may not be limited to pipe fixtures, lights, A/C vents, shelving, etc.</p>	<p>a. Painting and drywall repair.</p> <p>b. Light/light bulb replacement.</p> <p>c. Install/change water faucet filter.</p> <p>d. Assemble, repair, and adjust furniture.</p> <p>e. Basic installation of office equipment and furniture (e.g. keyboard trays, small bookshelves, etc.).</p> <p>f. Mechanically adjust doors and windows.</p> <p>g. Repair, install and or replace screens, blinds, and ceiling tiles.</p> <p>h. Drill into walls to hang pictures or white boards.</p> <p>i. Maintain all on-site fire extinguishers, AED defibrillators and smoke detectors including, but may not be limited to certification, battery replacement, repair and replacement, to remain in compliance with State and Federal fire codes by coordinating with the appropriate agencies. Additional expenses shall be reimbursed upon receipt of invoices.</p> <p>j. Periodically replace roach/ant traps in kitchen areas. Keep offices free of insects with periodic pest control treatment, as determined by the OHA. Additional expenses shall be reimbursed upon receipt of invoices.</p> <p>k. Minor plumbing repairs for bathrooms and kitchen sinks which shall include, but may not be limited to, leaks, spills, and odors.</p> <p>l. Minor handyman repair work, as requested by the OHA Contract Coordinator and not in excess of \$1,000.00.</p> <p>m. Emergency work, as requested by the OHA Contract Coordinator, that is performed due to the risk of the health and safety of individuals and/or property.</p>
Hawai'i	Hilo	399 Hualani Street, Suite 20-CD, Hilo, HI 96720	1,520 sq. ft.	Ends: 2/28/2021	N	N/A	N/A	<p>a. Empty all office and tenant space restroom wastebaskets and replace plastic liners as necessary.</p> <p>b. Wipe/clean and disinfect kitchen sinks, countertops, tabletops and microwaves.</p> <p>c. Vacuum and spot clean all carpeted areas as necessary.</p> <p>d. Vacuum and clean all interior partitions and windowills.</p> <p>e. Sweep and mop all non-carpeted floors with the appropriate cleaning materials.</p> <p>f. Spot clean all doors, glass windows, and all walls to height of eight (8) feet.</p> <p>g. Dust and wipe clean all flat surfaces, desks, countertops, office furniture, and equipment. Dusting shall only be accomplished only where there are no objects upon the surface. Items on desks shall not be moved or dusted.</p>	<p>a. Clean all doors, windows (interior and exterior, as appropriate), louvers, screens, blinds, and window coverings.</p> <p>b. Damp wipe all metal portions of partition panels, trim doorway/walls and picture frames.</p> <p>c. Deep clean kitchen appliances including microwaves and refrigerators.</p>	<p>a. Deep clean all A/C unit vents.</p> <p>b. Deep clean/Shampoo all carpeted areas.</p> <p>c. Strip, wax and buff all non-carpeted floors.</p> <p>d. Remove and clean light fixture diffusers.</p> <p>e. Clean all building walls (floor to ceiling), glass windows, and all front doors (interior and exterior).</p> <p>f. Disinfect tenant-space bathrooms which shall include but may not be limited to floors, counters, toilets/urinals, mirrors, walls.</p> <p>g. Dust and clean areas above eight (8) feet in height which shall include but may not be limited to pipe fixtures, lights, A/C vents, shelving, etc.</p>	<p>a. Painting and drywall repair.</p> <p>b. Light/light bulb replacement.</p> <p>c. Install/change water faucet filter.</p> <p>d. Assemble, repair, and adjust furniture.</p> <p>e. Basic installation of office equipment and furniture (e.g. keyboard trays, small bookshelves, etc.).</p> <p>f. Mechanically adjust doors and windows.</p> <p>g. Repair, install and or replace screens, blinds, and ceiling tiles.</p> <p>h. Drill into walls to hang pictures or white boards.</p> <p>i. Maintain all on-site fire extinguishers, AED defibrillators and smoke detectors including, but may not be limited to certification, battery replacement, repair and replacement, to remain in compliance with State and Federal fire codes by coordinating with the appropriate agencies. Additional expenses shall be reimbursed upon receipt of invoices.</p> <p>j. Periodically replace roach/ant traps in kitchen areas. Keep offices free of insects with periodic pest control treatment, as determined by the OHA. Additional expenses shall be reimbursed upon receipt of invoices.</p> <p>k. Minor plumbing repairs for bathrooms and kitchen sinks which shall include, but may not be limited to, leaks, spills, and odors.</p> <p>l. Minor handyman repair work, as requested by the OHA Contract Coordinator and not in excess of \$1,000.00.</p> <p>m. Emergency work, as requested by the OHA Contract Coordinator, that is performed due to the risk of the health and safety of individuals and/or property.</p>
	Kona	75-1000 Henry Street, Suite 205, Kailua Kona, HI 96740	1,001 sq. ft.	Ends: 12/14/2019	N	N/A	N/A	<p>a. Empty all office and tenant space restroom wastebaskets and replace plastic liners as necessary.</p> <p>b. Wipe/clean and disinfect kitchen sinks, countertops, tabletops and microwaves.</p> <p>c. Vacuum and spot clean all carpeted areas as necessary.</p> <p>d. Vacuum and clean all interior partitions and windowills.</p> <p>e. Sweep and mop all non-carpeted floors with the appropriate cleaning materials.</p> <p>f. Spot clean all doors, glass windows, and all walls to height of eight (8) feet.</p> <p>g. Dust and wipe clean all flat surfaces, desks, countertops, office furniture, and equipment. Dusting shall only be accomplished only where there are no objects upon the surface. Items on desks shall not be moved or dusted.</p>	<p>a. Clean all doors, windows (interior and exterior, as appropriate), louvers, screens, blinds, and window coverings.</p> <p>b. Damp wipe all metal portions of partition panels, trim doorway/walls and picture frames.</p> <p>c. Deep clean kitchen appliances including microwaves and refrigerators.</p>	<p>a. Deep clean all A/C unit vents.</p> <p>b. Deep clean/Shampoo all carpeted areas.</p> <p>c. Strip, wax and buff all non-carpeted floors.</p> <p>d. Remove and clean light fixture diffusers.</p> <p>e. Clean all building walls (floor to ceiling), glass windows, and all front doors (interior and exterior).</p> <p>f. Disinfect tenant-space bathrooms which shall include but may not be limited to floors, counters, toilets/urinals, mirrors, walls.</p> <p>g. Dust and clean areas above eight (8) feet in height which shall include but may not be limited to pipe fixtures, lights, A/C vents, shelving, etc.</p>	<p>a. Painting and drywall repair.</p> <p>b. Light/light bulb replacement.</p> <p>c. Install/change water faucet filter.</p> <p>d. Assemble, repair, and adjust furniture.</p> <p>e. Basic installation of office equipment and furniture (e.g. keyboard trays, small bookshelves, etc.).</p> <p>f. Mechanically adjust doors and windows.</p> <p>g. Repair, install and or replace screens, blinds, and ceiling tiles.</p> <p>h. Drill into walls to hang pictures or white boards.</p> <p>i. Maintain all on-site fire extinguishers, AED defibrillators and smoke detectors including, but may not be limited to certification, battery replacement, repair and replacement, to remain in compliance with State and Federal fire codes by coordinating with the appropriate agencies. Additional expenses shall be reimbursed upon receipt of invoices.</p> <p>j. Periodically replace roach/ant traps in kitchen areas. Keep offices free of insects with periodic pest control treatment, as determined by the OHA. Additional expenses shall be reimbursed upon receipt of invoices.</p> <p>k. Minor plumbing repairs for bathrooms and kitchen sinks which shall include, but may not be limited to, leaks, spills, and odors.</p> <p>l. Minor handyman repair work, as requested by the OHA Contract Coordinator and not in excess of \$1,000.00.</p> <p>m. Emergency work, as requested by the OHA Contract Coordinator, that is performed due to the risk of the health and safety of individuals and/or property.</p>

Exhibit 4: Scope of Services Chart

Moloka'i	Moloka'i Office	600 Maunaloa Hwy Suite D-2; Kaunakakai, HI 96748	1,337 sq. ft.	Ends: 9/30/2062	N	N/A	N/A	<p>a. Empty all office and tenant space restroom wastebaskets and replace plastic liners as necessary.</p> <p>b. Wipe/clean and disinfect kitchen sinks, countertops, tabletops and microwaves.</p> <p>c. Vacuum and spot clean all carpeted areas as necessary.</p> <p>d. Vacuum and clean all interior partitions and windowsills.</p> <p>e. Sweep and mop all non-carpeted floors with the appropriate cleaning materials.</p> <p>f. Spot clean all doors, glass windows, and all walls to height of eight (8) feet.</p> <p>g. Dust and wipe clean all flat surfaces, desks, countertops, office furniture, and equipment. Dusting shall only be accomplished only where there are no objects upon the surface. Items on desks shall not be moved or dusted.</p>	<p>a. Clean all doors, windows (interior and exterior, as appropriate), louvers, screens, blinds, and window coverings.</p> <p>b. Damp wipe all metal portions of partition panels, trim doorway/walls and picture frames.</p> <p>c. Deep clean kitchen appliances including microwaves and refrigerators.</p>	<p>a. Deep clean all A/C unit vents.</p> <p>b. Deep clean/Shampoo all carpeted areas.</p> <p>c. Strip, wax and buff all non-carpeted floors.</p> <p>d. Remove and clean light fixture diffusers.</p> <p>e. Clean all building walls (floor to ceiling), glass windows, and all front doors (interior and exterior).</p> <p>f. Disinfect tenant-space bathrooms which shall include but may not be limited to floors, counters, toilets/urinals, mirrors, walls.</p> <p>g. Dust and clean areas above eight (8) feet height which shall include but may not be limited to pipe fixtures, lights, A/C vents, shelving, etc.</p>	<p>a. Painting and drywall repair.</p> <p>b. Light/light bulb replacement.</p> <p>c. Install/change water faucet filter.</p> <p>d. Assemble, repair, and adjust furniture.</p> <p>e. Basic installation of office equipment and furniture (e.g. keyboard trays, small bookshelves, etc.).</p> <p>f. Mechanically adjust doors and windows.</p> <p>g. Repair, install and/or replace screens, blinds, and ceiling tiles.</p> <p>h. Drill into walls to hang pictures or white boards.</p> <p>i. Maintain all on-site fire extinguishers, AED defibrillators and smoke detectors including, but may not be limited to certification, battery replacement, repair and replacement, to remain in compliance with State and Federal fire codes by coordinating with the appropriate agencies. Additional expenses shall be reimbursed upon receipt of invoices.</p> <p>j. Periodically replace roach/ant traps in kitchen areas. Keep offices free of insects with periodic pest control treatment, as determined by the OHA. Additional expenses shall be reimbursed upon receipt of invoices.</p> <p>k. Minor plumbing repairs for bathrooms and kitchen sinks which shall include, but may not be limited to, leaks, spills, and odors.</p> <p>l. Minor handyman repair work, as requested by the OHA Contract Coordinator and not in excess of \$1,000.00.</p> <p>m. Emergency work, as requested by the OHA Contract Coordinator, that is performed due to the risk of the health and safety of individuals and/or property.</p>
	Moloka'i Shared Conf. Rm	600 Maunaloa Hwy Suite D-1; Kaunakakai, HI 96748	589 sq. ft.		N	N/A	N/A	<p>a. Wipe down conference table and chairs</p> <p>b. Vacuum and spot clean all carpeted areas as necessary.</p> <p>c. Sweep and mop all non-carpeted floors.</p> <p>d. Empty wastebaskets and trash containers.</p> <p>e. Dust desks, file cabinets, furniture, and window shades.</p>	N/A	N/A	N/A
Kaua'i	Lihu'e	4405 Kukui Grove, Suite 103; Lihu'e, HI 96766	1,076 sq. ft.	Ends: 3/31/2019	N	N/A	N/A	<p>a. Empty all office and tenant space restroom wastebaskets and replace plastic liners as necessary.</p> <p>b. Wipe/clean and disinfect kitchen sinks, countertops, tabletops and microwaves.</p> <p>c. Vacuum and spot clean all carpeted areas as necessary.</p> <p>d. Vacuum and clean all interior partitions and windowsills.</p> <p>e. Sweep and mop all non-carpeted floors with the appropriate cleaning materials.</p> <p>f. Spot clean all doors, glass windows, and all walls to height of eight (8) feet.</p> <p>g. Dust and wipe clean all flat surfaces, desks, countertops, office furniture, and equipment. Dusting shall only be accomplished only where there are no objects upon the surface. Items on desks shall not be moved or dusted.</p>	<p>a. Clean all doors, windows (interior and exterior, as appropriate), louvers, screens, blinds, and window coverings.</p> <p>b. Damp wipe all metal portions of partition panels, trim doorway/walls and picture frames.</p> <p>c. Deep clean kitchen appliances including microwaves and refrigerators.</p>	<p>a. Deep clean all A/C unit vents.</p> <p>b. Deep clean/Shampoo all carpeted areas.</p> <p>c. Strip, wax and buff all non-carpeted floors.</p> <p>d. Remove and clean light fixture diffusers.</p> <p>e. Clean all building walls (floor to ceiling), glass windows, and all front doors (interior and exterior).</p> <p>f. Disinfect tenant-space bathrooms which shall include but may not be limited to floors, counters, toilets/urinals, mirrors, walls.</p> <p>g. Dust and clean areas above eight (8) feet height which shall include but may not be limited to pipe fixtures, lights, A/C vents, shelving, etc.</p>	<p>a. Painting and drywall repair.</p> <p>b. Light/light bulb replacement.</p> <p>c. Install/change water faucet filter.</p> <p>d. Assemble, repair, and adjust furniture.</p> <p>e. Basic installation of office equipment and furniture (e.g. keyboard trays, small bookshelves, etc.).</p> <p>f. Mechanically adjust doors and windows.</p> <p>g. Repair, install and/or replace screens, blinds, and ceiling tiles.</p> <p>h. Drill into walls to hang pictures or white boards.</p> <p>i. Maintain all on-site fire extinguishers, AED defibrillators and smoke detectors including, but may not be limited to certification, battery replacement, repair and replacement, to remain in compliance with State and Federal fire codes by coordinating with the appropriate agencies. Additional expenses shall be reimbursed upon receipt of invoices.</p> <p>j. Periodically replace roach/ant traps in kitchen areas. Keep offices free of insects with periodic pest control treatment, as determined by the OHA. Additional expenses shall be reimbursed upon receipt of invoices.</p> <p>k. Minor plumbing repairs for bathrooms and kitchen sinks which shall include, but may not be limited to, leaks, spills, and odors.</p> <p>l. Minor handyman repair work, as requested by the OHA Contract Coordinator and not in excess of \$1,000.00.</p> <p>m. Emergency work, as requested by the OHA Contract Coordinator, that is performed due to the risk of the health and safety of individuals and/or property.</p>