



State of Hawai‘i

560 North Nimitz Highway
Honolulu, Hawai‘i 96817

August 11, 2017

Request for Quotes (“RFQ”) No. WDC 2018-01 Janitorial Service for Washington, D.C. Office

To All Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors that can provide janitorial services for our Washington, D.C. office. Service is to commence on November 12, 2017 through November 30, 2019.

Prior to submittal of an offer, the interested Offeror is encouraged to attend the site inspection. The site inspection provides the interested Offeror the opportunity to inspect the property to become familiar with the extent and nature of the work to be performed.

The site visit will be held on:

Date: Monday, August 24, 2017
Time: 8:30 a.m. HST
Location: Office of Hawaiian Affairs
211 K Street NE
Washington, DC 20002

SCOPE OF SERVICES

The Successful Offeror shall:

1. Be responsible for all cleaning supplies and equipment. The OHA will provide all trash can liners, paper towels and toilet paper.
2. Provide the following services that shall include, but may not be limited to, the following:

All Areas (first and second floors)	Frequency
1. Dust and clean all office furniture, fixtures and horizontal surfaces	Once a week
2. Dust mop, damp mop and disinfect all hard floor areas	Once a week

3. Vacuum all area rugs	Once a week
4. Empty trash cans and replace liners	Once a week
5. Clean and disinfect all phones	Once a week
6. Dust computer monitors and keyboards	Once a week
7. Spot clean all doors, door frames and walls	Once a week
8. Clean and disinfect all light switches and door knobs	Once a week
9. Clean inside all window glass	Once a week
10. Dust blinds and wipe window sills	1 x per month
11. Remove cobwebs as needed	1 x per month
Restrooms (first and second floors)	Frequency
1. Clean and disinfect all counter tops, sinks and toilets	Once a week
2. Clean and polish restroom metals and mirrors	Once a week
3. Wash floors and baseboards with germicidal cleaner	Once a week
Conference Room (second floor)	Frequency
1. Wipe/clean glass table and chairs	Once a week
2. Wipe/clean both sides of glass doors	Once a week
3. Clean all wooden tabletops	Once a week
Kitchenette (second floor)	Frequency
1. Clean and disinfect all countertops and sinks	Once a week
2. Clean inside/outside of microwave and toaster ovens	Once a week
Basement	Frequency
1. Sweep floor and dust horizontal surfaces	Bi-monthly
Closing Procedure	Frequency
1. Document any abnormalities or concerns in log book	Once a week
2. Lock appropriate doors and set alarm as directed	Once a week
3. Turn off all lights	Once a week

GENERAL REQUIREMENTS

The Successful Offeror must be registered as a business in the State of Hawai‘i and be compliant with Hawaii Compliance Express (hereinafter “HCE”), submit a current copy of your Certificate of Liability Insurance, and complete the OHA W-9 form.

The HCE provides the Successful Offeror with a “Certificate of Vendor Compliance” with current compliance status as of the issuance date, accepted for both contracting purposes and final payment. Businesses that elect to use the HCE services will be required to pay an annual fee of \$12.00 to the Hawai‘i Information Consortium, LLC (“HIC”).

Timely Registration on HCE. Interested Vendors/contractors/service providers are advised to register on HCE soon as possible. If a vendor/contractor/service provider is not compliant on HCE at the time of award, an Offeror will not receive the award.

The Successful Offeror may demonstrate compliance by using HCE. The HCE service allows businesses to register online through a simple wizard interface at: <http://vendors.ehawaii.gov/hce/splash/welcome.html>.

Quotes are due to the OHA by September 15, 2017, 12:00 noon Hawaii Standard Time.
Interested Offerors may submit their quote by email to charmainem@oha.org, hand deliver or mail via by the United States Postal Service to the OHA at:

Office of Hawaiian Affairs
560 North Nimitz Highway, Suite 200
Reception Desk/Procurement Unit
Honolulu, Hawai'i 96817
Attn: Ms. Charmaine Matsuura, RFQ Coordinator

All offers must be time stamped by the deadline above. All interested Offerors must include the Attachment 1: RFQ Form. The selection shall be contingent on the lowest most responsible and responsive quote for the OHA. The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or part in the best interest of the OHA.

If you have any questions, please contact Charmaine Matsuura, Procurement Specialist at (808) 594-0273 or by email: charmainem@oha.org.