

JANITORIAL AND MAINTENANCE SERVICES FOR  
THE OFFICE OF HAWAIIAN AFFAIRS  
BID OFFER FORM

Office of Hawaiian Affairs  
Procurement Unit  
ATTN: Miki Cachola Lene  
560 N. Nimitz Highway, Suite 200  
Honolulu, Hawai'i 96817

Aloha kākou:

We, the undersigned, have carefully read and understand the terms and conditions specified in the IFB OHA FAC 2017-07 and related attachments by reference made a part hereof and available upon request; and hereby submit the following offer to perform the work specified herein, in accordance with the true intent and meaning thereof.

The undersigned understands and agrees that by submitting this offer, he/she is declaring the offer is not in violation of Chapter 84, HRS, concerning prohibited State contracts.

Respectfully submitted,

\_\_\_\_\_  
Exact Legal Name of Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Printed Name of Authorized Signer

\_\_\_\_\_  
Business Mailing Address

\_\_\_\_\_  
Title of Authorized Signer

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Contact Person regarding this bid offer

\_\_\_\_\_  
GET License

\_\_\_\_\_  
Date of GET License

\_\_\_\_\_  
GET License #

\_\_\_\_\_  
Soc. Sec or Federal I.D. #

If Bidder shown above is a "dba" or a "division" of a corporation, please furnish the exact legal name of the corporation under which the contract, if awarded, will be executed.

Bidder is:  Individual  Partnership  Corporation  Joint Venture

Registered in:  Hawai'i  Other\*: \_\_\_\_\_

\*If "Other" is checked, is the corporate seal available in Hawai'i?  Yes  No

- 1. How many **staff** will be required to provide the specified services each day for the:
  - a. Honolulu Office \_\_\_\_\_
  - b. Hilo Office \_\_\_\_\_
  - c. Kona Office \_\_\_\_\_
  - d. Moloka'i Office \_\_\_\_\_
  - e. Kaua'i Office \_\_\_\_\_

- 2. How many **hours** will be required to provide the specified services each day for the:
  - a. Honolulu Office \_\_\_\_\_
  - b. Hilo Office \_\_\_\_\_
  - c. Kona Office \_\_\_\_\_
  - d. Moloka'i Office \_\_\_\_\_
  - e. Kaua'i Office \_\_\_\_\_

- 3. How much **additional time** will be required to provide **monthly services** for the following:
  - a. Honolulu Office \_\_\_\_\_
  - b. Hilo Office \_\_\_\_\_
  - c. Kona Office \_\_\_\_\_
  - d. Moloka'i Office \_\_\_\_\_
  - e. Kaua'i Office \_\_\_\_\_

- 4. Please indicate the number of staff that will be working under this Contract by category:
  - a. Owners \_\_\_\_\_
  - b. Employees (paid) \_\_\_\_\_
  - c. Non-paid Personnel\* \_\_\_\_\_

\*If using non-paid personnel, please specify their relationship to the bidder/bidder's company:

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Bidder: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**INSURANCE COVERAGE**

	Carrier	Policy #	Agent
1. Commercial General Liability:	_____	_____	_____
2. Worker’s Compensation:	_____	_____	_____
3. Temporary Disability:	_____	_____	_____
4. Prepaid Health Care:	_____	_____	_____
5. Unemployment Insurance – State of Hawai‘i I.D. Number:	_____		

If you are not required to have one or more of the above coverages, please explain below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

The Interested Bidder shall submit, along with this bid, two (2) written letters of recommendation from companies or government agencies for whom the Interested Bidder has or is providing commercial janitorial and office maintenance services.

Bidder: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

The following bid is hereby submitted for Janitorial and Maintenance Services for five (5) Office of Hawaiian Affairs offices located Statewide.

**For the Initial 36-month Period: August 1, 2017 – July 31, 2020**

**A. HONOLULU OFFICE – 44,298 Square Feet (total)**

	<u>Unit Bid Price</u>	<u>Frequency</u>	<u>Total Bid Price</u>	<u>Price/Sq. Ft.</u>
1. All Janitorial Services (except Semi-Annual Services) and including all consumable supplies, as detailed in IFB OHA FAC-2017-07	_____	<u>12</u>	\$ _____	\$ _____
	<small>(Per month)</small>	<small>(# of months)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>
2. All Semi-Annual Services, including all consumable supplies, as detailed in IFB OHA FAC-2017-07				
Carpet:	_____	<u>2</u>	\$ _____	\$ _____
	<small>(Per cleaning)</small>	<small>(# of times)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>
Wood:	_____	<u>2</u>	\$ _____	\$ _____
	<small>(Per cleaning)</small>	<small>(# of times)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>
Untreated Black Wood:	_____	<u>2</u>	\$ _____	\$ _____
	<small>(Per cleaning)</small>	<small>(# of times)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>
Tile:	_____	<u>2</u>	\$ _____	\$ _____
	<small>(Per cleaning)</small>	<small>(# of times)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>
Linoleum:	_____	<u>2</u>	\$ _____	\$ _____
	<small>(Per cleaning)</small>	<small>(# of times)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>
			<i>*See itemized breakdown of square feet on page 8.</i>	
3. On-Call Maintenance services*, as detailed in IFB OHA FAC-2017-07	_____	<u>300</u>	\$ _____	
	<small>(Hourly Rate)</small>	<small>(annual # of hours)</small>		
4. Hawai'i State General Excise Tax (Total Bid Prices for Honolulu x 4.712%)			\$ _____	
5. <b>TOTAL BID PRICE FOR HONOLULU OFFICE</b> (Sum of Items 1-4 above)			\$ _____	

**B. HILO OFFICE – 1,520 Square Feet**

	<u>Unit Bid Price</u>	<u>Frequency</u>	<u>Total Bid Price</u>	<u>Price/Sq. Ft.</u>
6. All Janitorial Services (except Semi-Annual Services) and including all consumable supplies, as detailed in IFB OHA FAC-2017-07	_____	<u>12</u>	\$ _____	\$ _____
	<small>(Per month)</small>	<small>(# of months)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>
7. All Semi-Annual Services, including all consumable supplies, as detailed in IFB OHA FAC-2017-07 Carpet:	_____	<u>2</u>	\$ _____	\$ _____
	<small>(Per cleaning)</small>	<small>(# of times)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>
8. On-Call Maintenance services*, as detailed in IFB OHA FAC-2017-07	_____	<u>15</u>	\$ _____	
	<small>(Hourly Rate)</small>	<small>(annual # of hours)</small>		
9. Hawai‘i State General Excise Tax (Total Bid Prices for Hilo x 4.166%)			\$ _____	
<b>10. TOTAL BID PRICE FOR HILO OFFICE</b> (Sum of Items 6-9 above)			\$ _____	

**C. KONA OFFICE – 1,001 Square Feet**

	<u>Unit Bid Price</u>	<u>Frequency</u>	<u>Total Bid Price</u>	<u>Price/Sq. Ft.</u>
11. All Janitorial Services (except Semi-Annual Services) and including all consumable supplies, as detailed in IFB OHA FAC-2017-07	_____	<u>12</u>	\$ _____	\$ _____
	<small>(Per month)</small>	<small>(# of months)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>
12. All Semi-Annual Services, including all consumable supplies, as detailed in IFB OHA FAC-2017-07 Carpet:	_____	<u>2</u>	\$ _____	\$ _____
	<small>(Per cleaning)</small>	<small>(# of times)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>
13. On-Call Maintenance services*, as detailed in IFB OHA FAC-2017-07	_____	<u>15</u>	\$ _____	
	<small>(Hourly Rate)</small>	<small>(annual # of hours)</small>		
14. Hawai‘i State General Excise Tax (Total Bid Prices for Kona x 4.166%)			\$ _____	
<b>15. TOTAL BID PRICE FOR KONA OFFICE</b> (Sum of Items 11-14 above)			\$ _____	

**D. MOLOKA'I OFFICE – 1,926 Square Feet (total)**

	<u>Unit Bid Price</u>	<u>Frequency</u>	<u>Total Bid Price</u>	<u>Price/Sq. Ft.</u>
16. All Janitorial Services (except Semi-Annual Services) and including all consumable supplies, as detailed in IFB OHA FAC-2017-07	_____	<u>12</u>	\$ _____	\$ _____
	<small>(Per month)</small>	<small>(# of months)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>
17. All Semi-Annual Services, including all consumable supplies, as detailed in IFB OHA FAC-2017-07				
Carpet:	_____	<u>2</u>	\$ _____	\$ _____
	<small>(Per cleaning)</small>	<small>(# of times)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>
Tile:	_____	<u>2</u>	\$ _____	\$ _____
	<small>(Per cleaning)</small>	<small>(# of times)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>
Linoleum:	_____	<u>2</u>	\$ _____	\$ _____
	<small>(Per cleaning)</small>	<small>(# of times)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>
			* <u>See</u> itemized breakdown of square feet on page 8.	
18. On-Call Maintenance services*, as detailed in IFB OHA FAC-2017-07	_____	<u>15</u>	\$ _____	
	<small>(Hourly Rate)</small>	<small>(annual # of hours)</small>		
19. Hawai'i State General Excise Tax (Total Bid Prices for Moloka'i x 4.166%)			\$ _____	
20. <b>TOTAL BID PRICE FOR MOLOKA'I OFFICE</b> (Sum of Items 16-19 above)			\$ _____	

**E. KAUA'I OFFICE – 1,076 Square Feet**

	<u>Unit Bid Price</u>	<u>Frequency</u>	<u>Total Bid Price</u>	<u>Price/Sq. Ft.</u>
21. All Janitorial Services (except Semi-Annual Services) and including all consumable supplies, as detailed in IFB OHA FAC-2017-07	_____	<u>12</u>	\$ _____	\$ _____
	<small>(Per month)</small>	<small>(# of months)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>
22. All Semi-Annual Services, including all consumable supplies, as detailed in IFB OHA FAC-2017-07				
Carpet:	_____	<u>2</u>	\$ _____	\$ _____
	<small>(Per cleaning)</small>	<small>(# of times)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>
Linoleum:	_____	<u>2</u>	\$ _____	\$ _____
	<small>(Per cleaning)</small>	<small>(# of times)</small>		<small>(Unit Bid Price/Total Sq. Ft.)</small>

\*See itemized breakdown of square feet on page 8.

23. On-Call Maintenance services*, as detailed in IFB OHA FAC-2017-07	_____	<u>15</u>	\$ _____
	<small>(Hourly Rate)</small>	<small>(annual # of hours)</small>	
24. Hawai'i State General Excise Tax (Total Bid Prices for Kaua'i x 4.166%)			\$ _____
25. <b>TOTAL BID PRICE FOR KAUA'I OFFICE</b> (Sum of Items 21-24 above)			\$ _____

**F. GRAND TOTAL (ANNUAL) BID PRICE, INCLUDING TAXES**  
 (Sum of Items 5, 10, 15, 20, & 25) \$ \_\_\_\_\_

\*Periodic maintenance services, such as Item i. on Page 11, Section 2, of IFB FAC 2017-07, shall be paid by the Contractor and invoices submitted to the OHA for reimbursement. Such costs shall NOT be included in this bid.

Bidder: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**OHA JANITORIAL AND MAINTENANCE CONTRACT  
SQUARE FOOTAGE BY FLOOR TYPE AND TRASH CAN COUNT**

Space	Carpet	Wood	Untreated Black Wood	Tile	Linoleum	Total Sq Ft.
<b>HONOLULU OFFICE - 560 N. NIMITZ HWY, STE 200; HONOLULU, HI 96817</b>						
Board of Trustees	7,926 SF		838 SF	91 SF		8,555 SF
Human Resources	769 SF					769 SF
Land Office	2,455 SF					2,455 SF
Native Hawaiian Revolving Loan Fund Office	576 SF					576 SF
Main Office / Conf. Rooms / Lobby / Mezzanine	20,241 SF	575 SF				20,816 SF
3rd Floor Executive	3,125 SF	1,250 SF		220 SF	35 SF	4,630 SF
Board Room / Conf. Rooms / Lumi 'Aina	4,385 SF		295 SF		850 SF	5,530 SF
Hale Noelo (NLK 117C)	967 SF					967 SF
Total Square Feet						44,295 SF
<b>HILO COC &amp; LPM OFFICE - 399 HUALANI ST, STE 20 CD; HILO, HI 96720</b>						
Main Office	1,520 SF					
Total Square Feet						1,520 SF
<b>KONA COC OFFICE - 75-1000 HENRY ST, STE 205; KAILUA-KONA, HI 96740</b>						
Main Office	1,001 SF					
Total Square Feet						1,001 SF
<b>MOLOKA'I COC OFFICE - 600 MAUNALOA HWY, STE D1; KAUNAKAKAI, HI 96748</b>						
Main Office	1,212 SF				125 SF	1,337 SF
Conference Room				589 SF		589 SF
Total Square Feet						1,926 SF
<b>KAUA'I COC OFFICE - 4405 KUKUI GROVE ST, STE 103; LIHUE, HI 96766</b>						
Main Office	851 SF				225 SF	
Total Square Feet						1,076 SF

TRASH CAN COUNT PER OFFICE	Hilo	Kona	Moloka'i	Honolulu	Kaua'i
7 Gallon	5	5	5	170	5
23 Gallon	1	1	3	8	1
MINIMAL STORAGE AREA FOR SUPPLIES	YES	YES	YES	YES	YES