PURCHASE SERVICES EHA Building Maintenance

for the

STATE OF HAWAII DEPARTMENT OF HEALTH (DOH) Environmental Health Administration (EHA)

at the

WAIMANO RIDGE CAMPUS

Waimano Home Road Pearl City, Hawaii 96782

and

HALAWA CAMPUS

99-945 Halawa Valley Street Aiea, Hawaii 96701

NOTICE TO ALL OFFERORS

This is a HlePRO Solicitation. Tuesday, November 01, 2022

Deadline to Submit Questions: Monday, November 21, 2022, 2:00 p.m. HST

Offers Due: Wednesday, November 30, 2022, 2:00 p.m. HST

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GENERAL PURPOSE

The CONTRACTOR (also known as the Awarded Vendor) shall conduct the EHA Building Maintenance Services to maintain the Waimano Ridge Campus Hale Ola Building, Kitchen/Dining Building, and Uluakupu Building 4 and Halawa Campus Buildings A-E in good condition and repair.

PROJECT LOCATION

The services shall be performed at and around the following buildings on the Department of Health's Waimano Ridge Campus and Halawa Campus. Floor plans are attached as Exhibit A starting on Page 10.

Waimano Ridge Campus:

Hale Ola Building 2827 Waimano Home Road Pearl City, Hawaii 96782

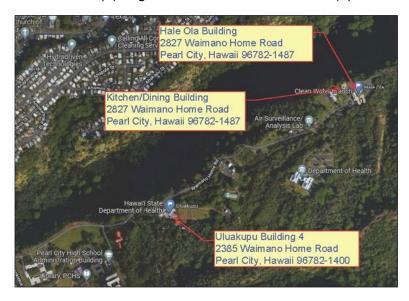
41,987 square feet across four (4) floors, including six (6) restrooms, two (2) showers, four (4) staff rooms with sinks, three (3) floors of office space, and two (2) large conference rooms, and one (1) external pavilion

Kitchen/Dining Building 2827 Waimano Home Road Pearl City, Hawaii 96782

9,901 square feet across one (1) floor, including two (2) restrooms, one (1) staff room with sink, one (1) floor of office space, and two (2) large conference rooms

Uluakupu Building 4 2385 Waimano Home Road Pearl City, Hawaii 96782

23,868 square feet across one (1) floor (split level), including four (4) restrooms, one (1) shower, one (1) kitchen, one (1) floor of office space, one (1) multipurpose room, three (3) large conference rooms, and six (6) lanais



Halawa Campus 99-945 Halawa Valley Street Aiea, HI 96701

Building A – Environmental Health Services Division Administration Office 4,880 square feet across one (1) floor, including two restrooms, one (1) kitchenette, one (1) lounge, office spaces, one (1) conference room, and one (1) large classroom

Building B - Food Safety Branch and Vector Control Branch Office 8,728 square feet across one (1) floor, including three (3) restrooms, and office spaces

Building C - Indoor and Radiological Health Branch, Asbestos & Lead Building Office 4,510 square feet across one (1) floor, including two (2) restrooms, and two (2) showers, and office spaces

Building D - Maintenance 2,083 square feet across one (1) floor

Building E - Warehouse 2,048 square feet across one (1) floor



DESCRIPTION OF SERVICES

The CONTRACTOR shall furnish the EHA Building Maintenance Services which shall include plumbing, electrical, roof repairs, general repairs (including interior wall repairs, floor repairs, stair repairs, door/gate repairs, fixture/furniture repairs), and general maintenance for the Hale Ola Building, Kitchen/Dining Building, and Uluakupu Building 4 located at the Waimano Ridge Campus, and Oahu and Buildings A-E located at the Halawa Campus. The scope of work is as follows:

- 1. General maintenance and repairs including but not limited to:
 - a. Repair nicks, scratches, holes in walls and paint to match existing wall;
 - b. Repair desks, shelving, tables and other office furniture;
 - c. Repair doors;
 - d. Replace light bulbs;
 - e. Repair stairs;
 - f. Repair carpet and floor tiling;
 - g. Drill into walls to hang pictures or whiteboards;
 - h. Hale Ola Basement Inspect basement for water intrusion and/or flooding following heavy rains. Setup fans and/or squeegee and remove excess water as needed, and
 - i. Perform historical building visage maintenance and repair work as needed, including but not limited to:
 - i. Removal of graffiti from building exterior; and
 - ii. Repair of exterior brick walls, fire escape doors and iron gates;
- 2. Electrical maintenance and repair work as needed, including but not limited to:
 - a. Keep all electrical systems operational (e.g., light fixtures, electrical outlets, light switches and ballasts);
 - b. Repair or replace all ballasts in Uluakupu and Halawa Campus Buildings; and

- c. Coordinate repair or replacement of all ballasts in Hale Ola and Kitchen/Dining:
- d. When fluorescent fixtures fail, coordinate retrofit to Light-Emitting Diode (LED) fixture: and
- e. Coordinate solicitation of licensed electrician for any work involving the building(s) to be shut off and/or services for a section of a building or room;
- 3. Plumbing maintenance and repair work as needed including but not limited to:
 - a. Keep all plumbing operational;
 - b. Inspect leaks in fixtures, pipes, and toilets;
 - c. Troubleshoot any plumbing problems; and
 - d. Coordinate solicitation of licensed plumber for any work involving the building(s) to be shut off and/or services for a section of a building or room.
- 4. Inspect premises monthly:
 - a. Identify any potential large repairs or maintenance projects;
 - b. Prepare requests, provide specifications and/or scope of work and assist with procurement of services:
 - c. Keep records and logs of repairs and construction projects;
 - d. Assist with capital improvement projects related to fieldwork, inspections, and coordination with DOH Administrative Services Office, Facilities and Support Services: and
 - e. Assist in developing project progress reports.
- 5. Manage, inspect and oversee vendors contracted to perform the following:
 - a. Landscaping services;
 - b. Janitorial services:
 - c. Fire Safety Systems inspections, maintenance, and repairs;
 - d. Pest control monitoring and pesticide application;
 - e. Tree trimming services;
 - f. Cleaning of roof tops, roof drainpipes, rain gutters, sidewalks;
 - g. Cleaning of storm water drain inlets, catch basins, and drain pipes;
 - h. Paving of gravel parking areas; repaving of asphalt road;
 - i. Painting of parking lot striping;
 - i. Air conditioner maintenance and repair;
 - k. Repair of all electrical shorts and trouble-shooting electrical problems;
 - I. Repair leaks in plumbing fixtures and pipes and repair or replace toilets;
 - m. Elevator (Hale Ola) and Chair lift (Uluakupu) maintenance and repair; and
 - n. Any additional contracts procured during the term of this contract.
- 6. Perform other duties as assigned.

The awarded vendor must comply with the terms of the General Conditions at https://spo.hawaii.gov/wp-content/uploads/2017/12/AG-008-103D-1.pdf.

The CONTRACTOR(s) shall provide EHA Building Maintenance Services as described herein and is responsible for all supervision, licensed and/or qualified labor, communication (e.g., cell phone to reach person throughout the day for assignments, follow-ups, emergencies as identified by EHA or ASO, etc.), tools, equipment, own vehicle for transportation and mileage costs necessary to complete all services described in this bid document. At a maximum of twice a month, the CONTRACTOR may request materials through an EHA employee who will either purchase the materials or accompany the CONTRACTOR to the hardware store. If materials are not readily available online or at local hardware stores, the work shall be subcontracted out. Repairs or replacements using the purchased materials shall be confirmed by the EHA employee.

If the maintenance or repair work requires specialized labor, such as a licensed Plumber, Electrician, Carpenter, or other licensed professional, or has an estimated value of over \$1,000.00, the CONTRACTOR shall hire a subcontractor(s) as needed. The CONTRACTOR shall submit a written proposal to the EHA showing the itemized cost of labor, equipment and materials if a subcontractor is needed to perform the service. The CONTRACTOR shall provide three (3) quotes for the costs of materials. EHA reserves the right to purchase its own materials should EHA not agree on the costs of materials.

The term of the CONTRACTOR's services under the award shall begin on or around January 03, 2023, and end on or before June 30, 2023.

To respond to this solicitation, potential vendors must provide a bid amount for the listed services by 2:00 PM HST on Wednesday, November 30, 2022, on the Bid Form Attachment 1 via HlePRO:

The CONTRACTOR shall provide EHA Building Maintenance Services in accordance with the Description of Services in this HIePRO solicitation.

Ceiling Amount = \$45,000.00

If not bidding on a service, indicate with "N/A" on the Bid Form.

EHA BUILDING MAINTENANCE SERVICES

The term "EHA Building Maintenance Services" includes the building maintenance services, as listed above.

The CONTRACTOR shall provide one (1) dedicated and qualified person ("PERSON") to perform the work listed in the Description of Services on a 40-hours a week basis or on a schedule as agreed with EHA. The PERSON shall:

- 1. Report in to the EMD Office staff at EMD Hale Ola Room 234 when arriving on campus and reporting out when leaving campus. A State email address will be provided to the PERSON.
- 2. Perform EHA Building Maintenance Services Monday through Friday (not including State holidays or weekends) and during standard business hours (7:45 a.m. to 4:30 p.m.).
- 3. Perform building and site inspections on a monthly basis to create tasking lists and/or note new problems.
- 4. Have a cell phone to receive phone calls and access work emails to receive work assignments from the EMD Chief, ERO Manager, HEER Manager, or EHSD Chief or their secretaries. Should there be a question of priorities, the person shall discuss with the EMD Chief.
- 5. Be provided an uncovered parking space at no cost. The PERSON shall use their own vehicle to move and transport equipment between the buildings.
- 6. Be allowed rest periods of ten (10) minutes during each half of the workday (two [2] times per day).

- 7. Be allowed a lunch period not exceeding forty-five (45) minutes. Such lunch period shall not constitute working time.
- 8. Observe the State holidays as observed by Hawaii Government Employees Association contracts.
- 9. Perform overtime work at the direction of proper authority and if the performance of such service is as listed in Hawaii Government Employees Association contracts.
- 10. Respond to an emergency or on call work, as needed.

SPECIFICATIONS

Work shall include the following:

- The CONTRACTOR shall maintain or have readily available all tools to support the EHA Building Maintenance Services at the CONTRACTOR's cost throughout the duration of the Contract.
- 2. Payment terms: Monthly payment based on hourly charge.
- 3. The term of the CONTRACTOR's services under the Award shall begin on or around January 03, 2023, and end on or before June 30, 2023.
- 4. EHA shall have the right to terminate the contract at any time by giving the CONTRACTOR a thirty (30) day written notice.
- 5. All work must be performed in such a manner as not to inconvenience building occupants. The CONTRACTOR shall determine EHA Offices' normal working conditions and activities in progress and shall conduct the work in the least disruptive manner. The CONTRACTOR shall coordinate with the ERO, EHSD, or EMD Secretary an email notification(s) of the work description/date/time to the affected building occupants.

The act of submitting a bid is to be considered as full acknowledgment that the bidder understands the scope of the project, the Contract requirements, and agrees to comply with all Contract requirements, including these specifications herein.

The DOH shall consider all responsive and responsible quotes received. An award shall be made to the CONTRACTOR(S) offering the lowest price. If the lowest price does not meet the agency's specification requirement, the award may be made to the vendor(s) whose offer represents the best value to the agency. Best value means the most advantageous offer determined by evaluating and comparing all relevant criteria in addition to price so that the offer meeting the overall combination that best services the agency is selected.

CONTRACTOR'S RESPONSIBILITY

The CONTRACTOR shall:

- 1. Adhere to all current State of Hawaii COVID-19 safety precautions and rules during the performance of service.
- 2. Perform general housekeeping when working, e.g., if dust will be made, surfaces will be protected and/or vacuumed during and after-the-fact.

3. Dispose of waste in compliance with solid and hazardous waste regulations, as applicable (e.g., PCB containing ballasts, old paint, chemicals, etc.).

COMPLIANCE

The State of Hawaii will verify the Offeror's compliance on Hawaii Compliance Express (HCE) for awards of \$2,500 or greater. The HCE is an electronic system that allows vendors doing business with the State of Hawaii to demonstrate compliance with applicable laws quickly and easily. It is an online system that replaces the necessity of obtaining paper compliance certificates from the State Department of Taxation, federal Internal Revenue Service, State Department of Labor and Industrial Relations, and State Department of Commerce and Consumer Affairs. CONTRACTORS shall register with HCE prior to submitting an offer at https://vendors.ehawaii.gov. The annual registration fee is twelve dollars (\$12.00) and the "Certificate of Vendor Compliance" is required for both award, contract execution, and final payment.

SPECIAL PROVISIONS

The project is subject to funding availability.

OFFEROR SUPPORT / CONTRACT MANAGER

Potential Offerors may submit questions to:

Mr. Jameson Ramelb DOH, Administrative Services Office, Facilities and Support Services 1250 Punchbowl Street, 3rd Floor Honolulu, Hawaii 96813

Email: jameson.ramelb@doh.hawaii.gov

Ms. Joanna L. Seto, P.E. DOH, Environmental Management Division 2827 Waimano Home Road, Room 234 Pearl City, Hawaii 96782-1487

Email: joanna.seto@doh.hawaii.gov

PURCHASING ENTITY REPRESENTATIVE

The name, phone number, and address of the Purchasing Entity representative:

Ms. Nancy Bartter, Administrative Officer Hawaii Department of Health, Environmental Resources Office 2827 Waimano Home Road, Room 310 Pearl City, Hawaii 96782-1487

Phone: (808) 586-4575

QUESTIONS & ANSWERS

A site visit will be held on-site on Wednesday, November 16, 2022, at 1:00 p.m.-4:00 p.m. HST. Attendees must adhere to all current State of Hawaii COVID-19 safety precautions and rules, as well as bring any relevant equipment needed to inspect the service sites. We will begin in the Waimano Ridge Campus at the front of the Hale Ola Building, walk to the Kitchen/Dining Building, and then drive to the Uluakupu Building 4 and the Halawa Campus. Please register for the site visit via HlePRO by Monday, November 14, 2022.

Deadline to Submit Questions via email: Monday, November 21, 2022, 2:00 p.m. HST

Answers to Questions will be Posted on HlePRO by Wednesday, November 23, 2022, 2:00 p.m. HST

SUBMISSION & AWARD DEADLINE

All submissions of the OFFEROR'S QUALIFICATION and BID FORM to this solicitation shall be made via HIePRO no later than Wednesday, November 30, 2022, at 2:00 p.m. HST. The State of Hawaii anticipates awarding this solicitation as soon as possible, and no later than Wednesday, December 28, 2022, at 2:00 p.m. HST. Any changes to the schedule will be posted on HIePRO.

EMD 22-03 EHA Building Maintenance Services

Exhibit A – General Building Floor Plans

Waimano Ridge Campus	
Hale Ola Building	Page 11
Kitchen/Dining Building	Page 21
Uluakupu Building 4	•
Halawa Campus	Page 26
Building A Office	Page 28
Building B Office	Page 30
Building C Office	Page 32
Building D Maintenance	Page 34
Building E Storage	Page 36

General Floor Plan for Waimano Ridge Campus Hale Ola Building 2827 Waimano Home Road Pearl City, Hawaii 96782

Based on Systems Engineering Group LLC Fire Alarm System Bid Plans

WAIMANO RIDGE

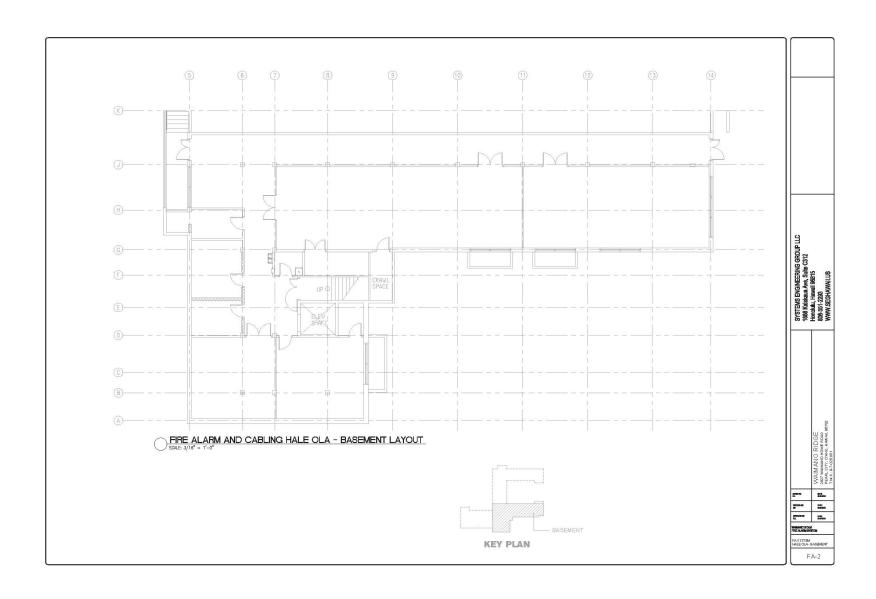
2827 WAIMANO HOME ROAD PEARL CITY, O'AHU, HAWAII, 96782 T.M.K: 9-7-025:001

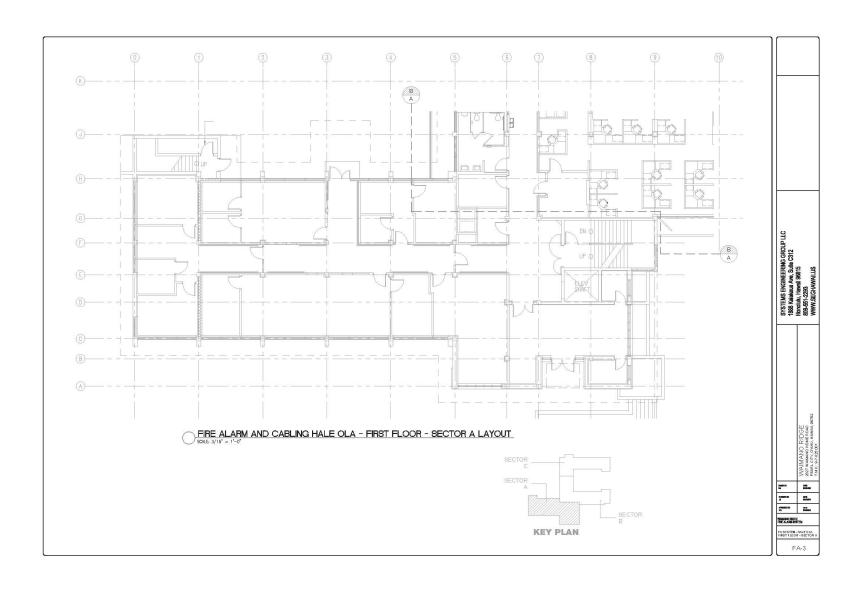
SYSTEMS ENGINEERING GROUP LLC 1888 Kalakaua Ave, Suite C312 Honolulu, Hawaii 96815 808-551-2293 WWW.SEGHAWAII.US

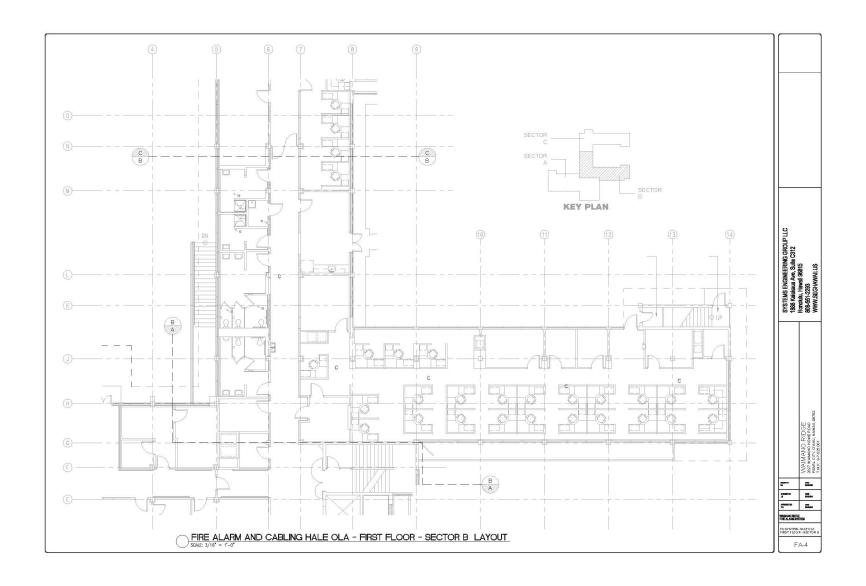


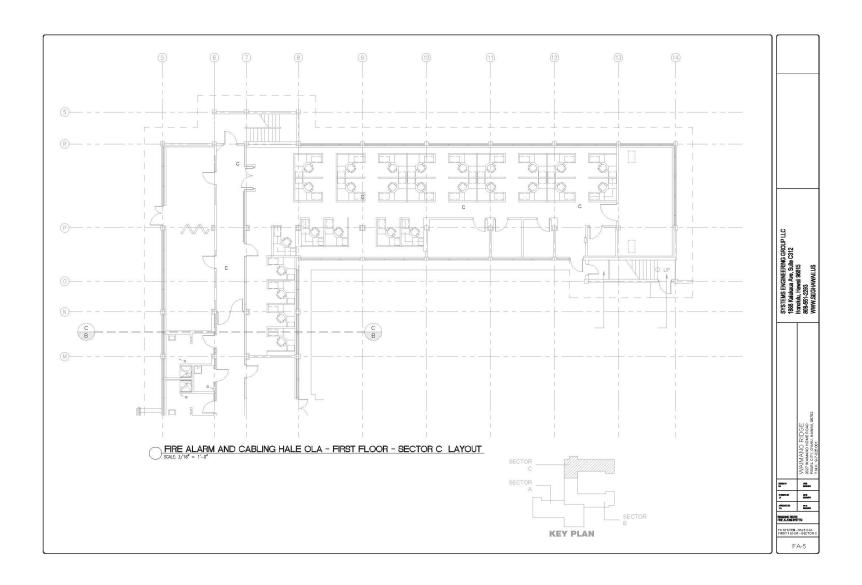


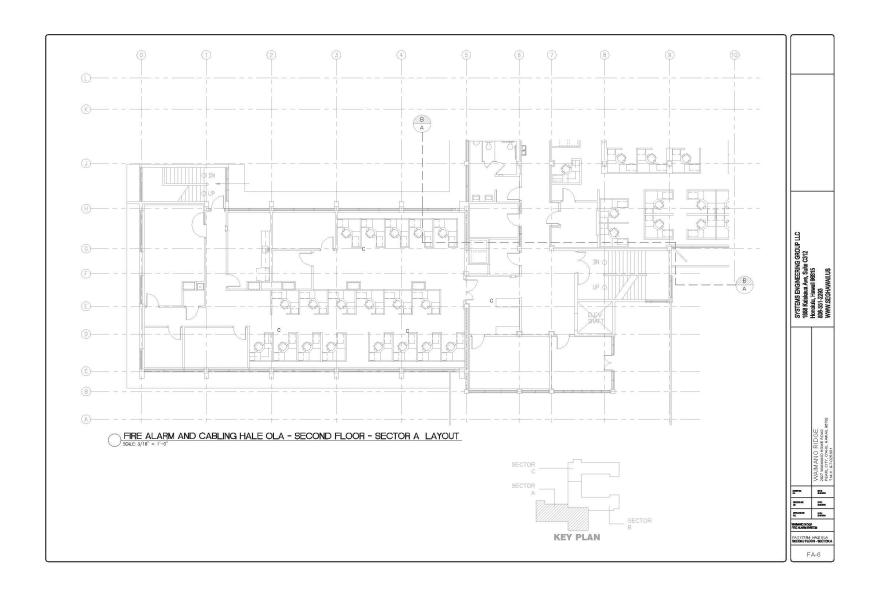
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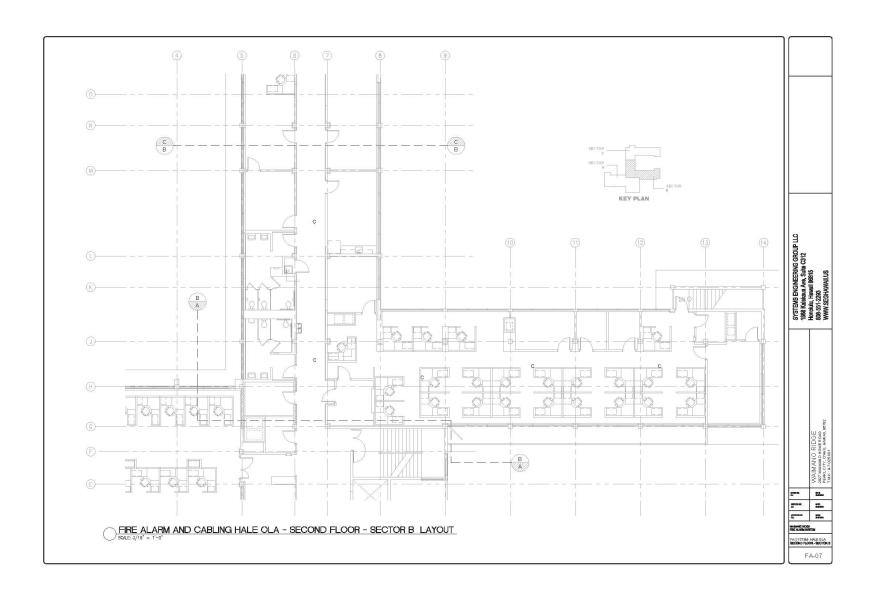


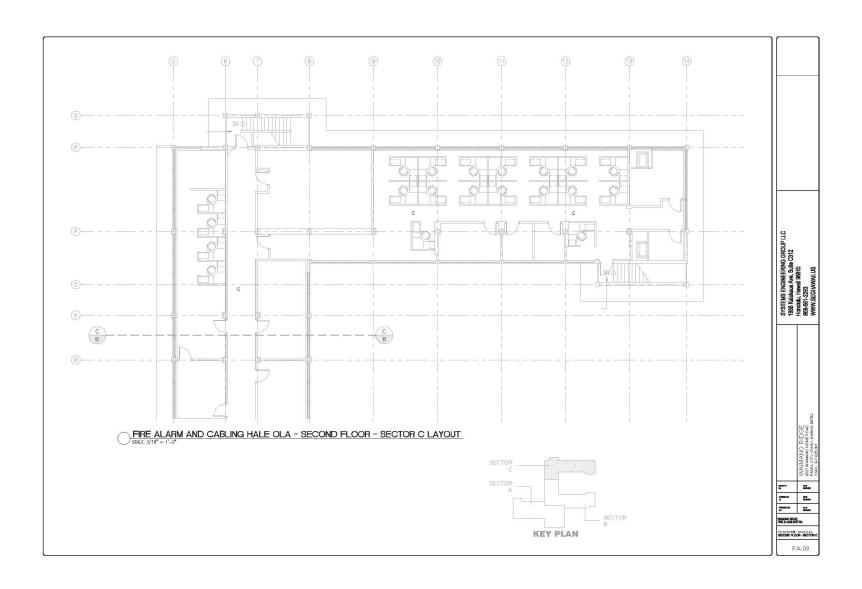


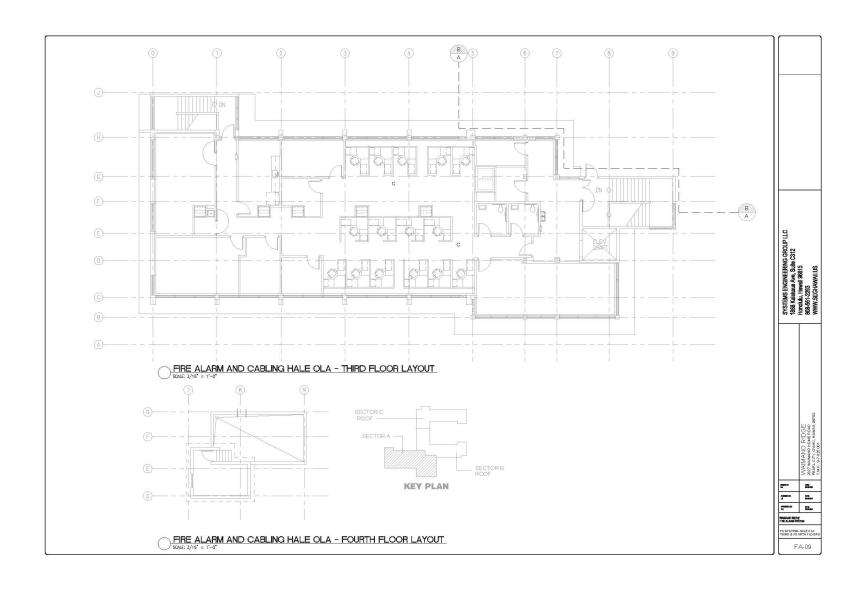






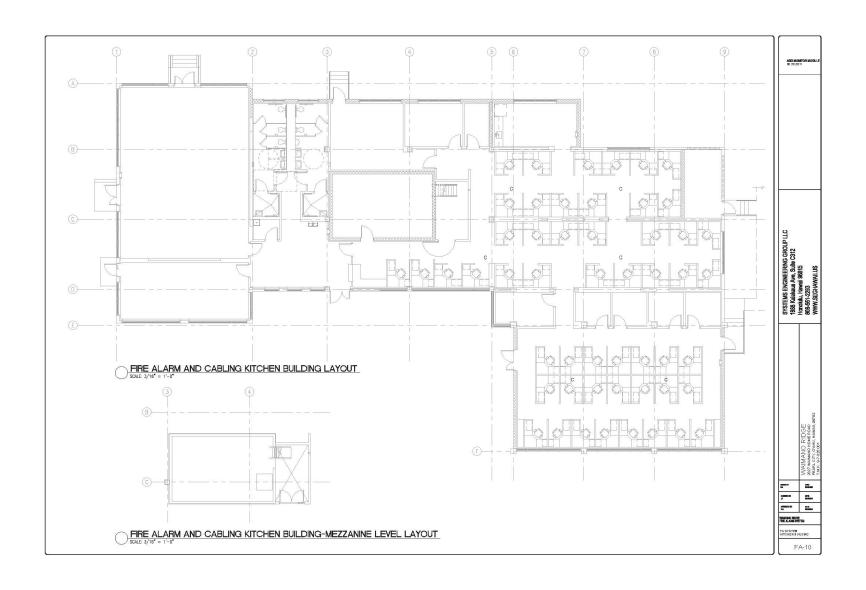






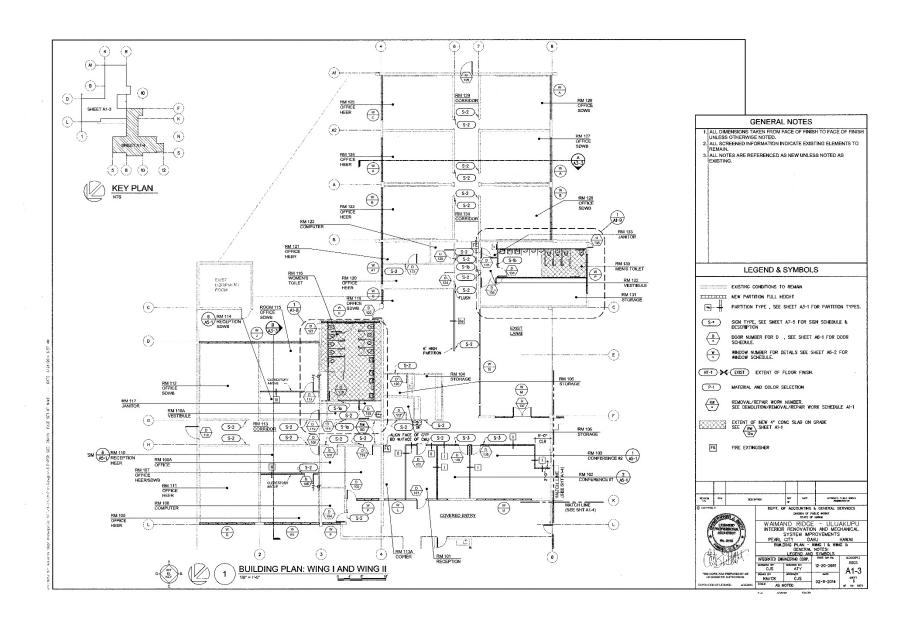
General Floor Plan for Waimano Ridge Campus Kitchen/Dining Building 2827 Waimano Home Road Pearl City, Hawaii 96782

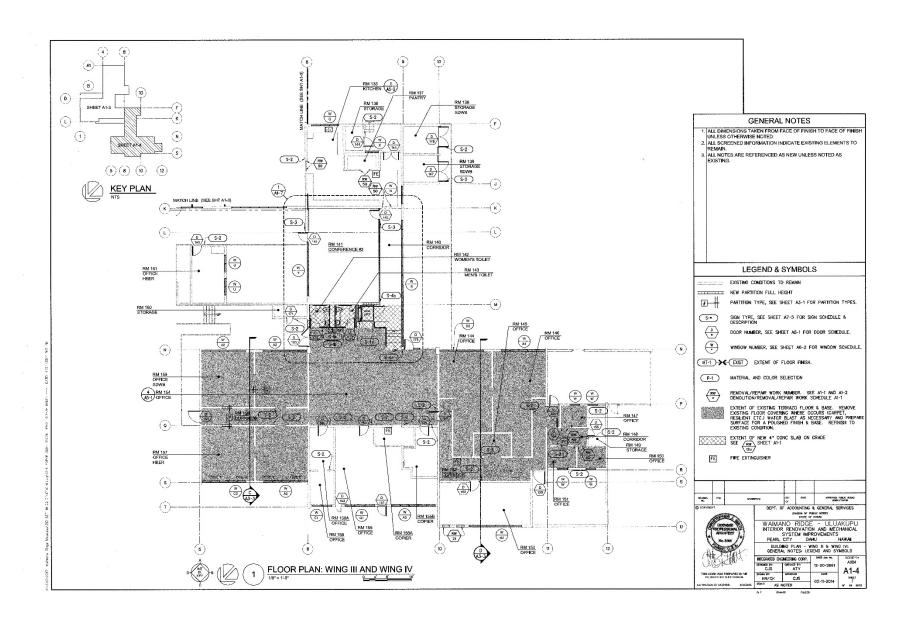
Based on Systems Engineering Group LLC Fire Alarm System Bid Plans



General Floor Plans for Waimano Ridge Campus Uluakupu Building 4 2835 Waimano Home Road Pearl City, Hawaii 96782

Based on Integrated Engineering Corp. Bid Plans for DAGS Job No. 12-20-2661





General Floor Plans for Halawa Campus Buildings A - E 99-945 Halawa Valley Street Aiea, Hawaii 96701

From Lou Chan & Associates, Inc. Bid Plans for DAGS Job No. 12-20-2671

HALAWA VECTOR CONTROL FACILITY OFFICE SPACE AND ACCESSIBILITY IMPROVEMENTS

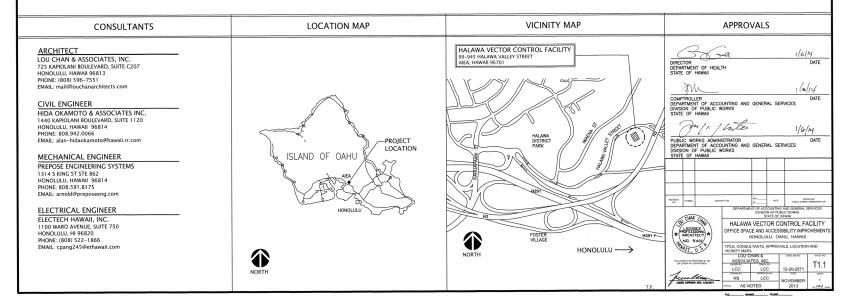
AIEA, OAHU, HAWAI'I

TAX MAP KEY: 9-9-010:055

FOR THE
DEPARTMENT OF HEALTH
STATE OF HAWAII
BY THE

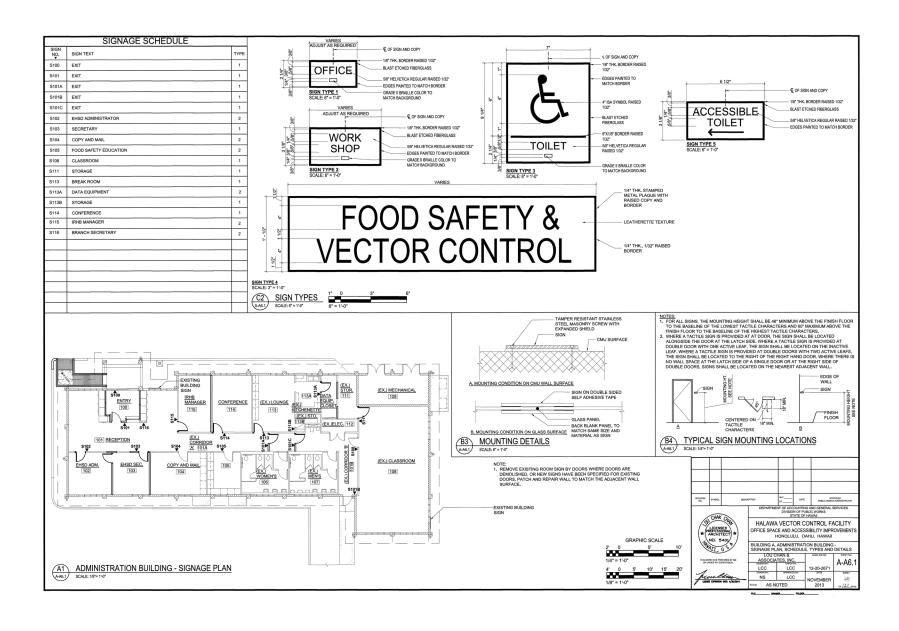
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
STATE OF HAWAII

D.A.G.S. JOB NO.: 12-20-2671



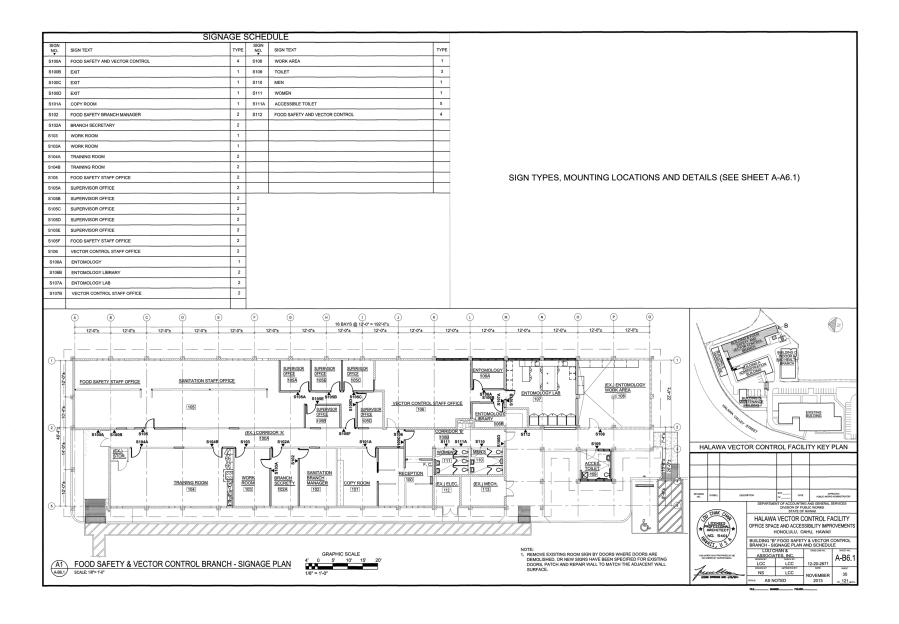
General Floor Plans for Halawa Campus
Building A
Environmental Health Services Division Administration Office
99-945 Halawa Valley Street
Aiea, Hawaii 96701

From Lou Chan & Associates, Inc. Bid Plans for DAGS Job No. 12-20-2671 (Sheet 20)



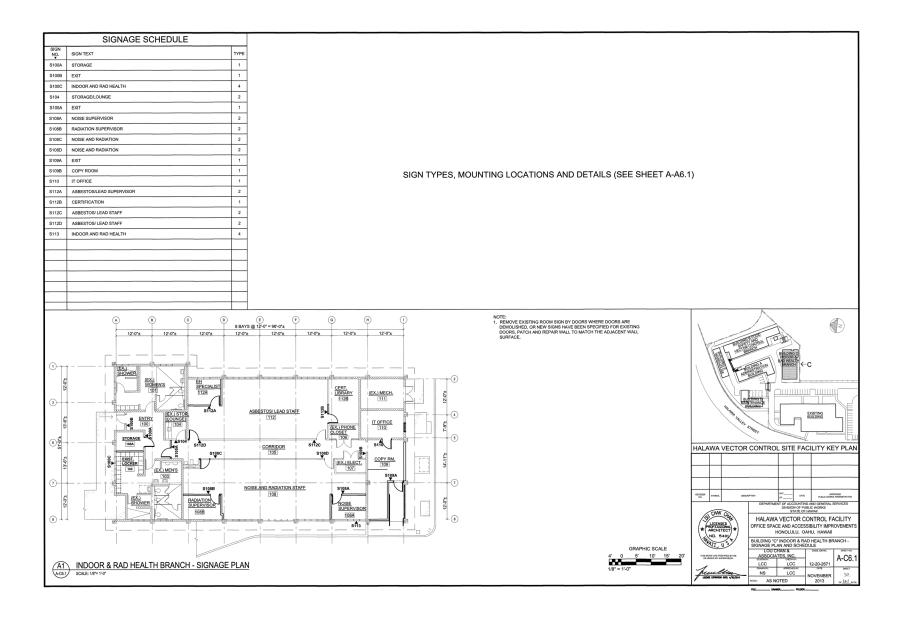
General Floor Plans for Halawa Campus Building B Food Safety & Vector Control Branch Office 99-945 Halawa Valley Street Aiea, Hawaii 96701

From Lou Chan & Associates, Inc. Bid Plans for DAGS Job No. 12-20-2671 (Sheet 35)



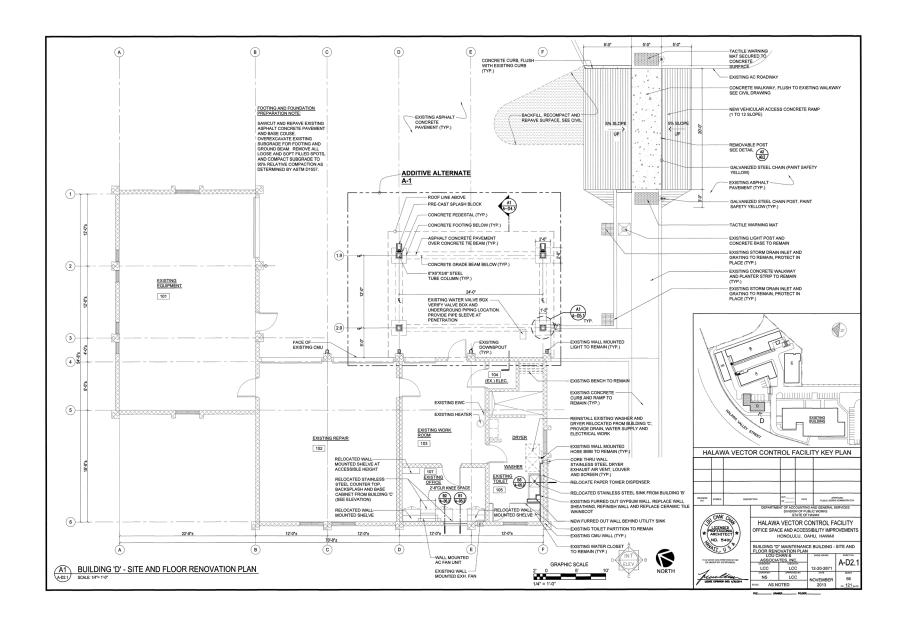
General Floor Plans for Halawa Campus Building C Indoor & Radiological Health Branch Office 99-945 Halawa Valley Street Aiea, Hawaii 96701

From Lou Chan & Associates, Inc. Bid Plans for DAGS Job No. 12-20-2671 (Sheet 52)



General Floor Plans for Halawa Campus Building D Maintenance 99-945 Halawa Valley Street Aiea, Hawaii 96701

From Lou Chan & Associates, Inc. Bid Plans for DAGS Job No. 12-20-2671 (Sheet 56)



General Floor Plans for Halawa Campus Building E Warehouse 99-945 Halawa Valley Street Aiea, Hawaii 96701

From Lou Chan & Associates, Inc. Bid Plans for DAGS Job No. 12-20-2671 (Sheet 6)

