

**REQUEST FOR QUOTE  
DEPARTMENT OF HEALTH / WIC SERVICES  
WAHIAWA WIC  
JANITORIAL SPECIFICATIONS**

**CONTRACT PERIOD: OCTOBER 1, 2024 – SEPTEMBER 30, 2025**

**SCOPE OF WORK**

The **CONTRACTOR** shall furnish all labor; supervision; cleaning equipment; cleaning supplies and materials, such as ladders, brooms, mops, vacuum cleaners, sponges, brushes, dusters, and any other equipment, supplies and material necessary to perform the services satisfactorily as specified below.

The **CONTRACTOR** shall be responsible for replenishing supplies such as trash can liners in all the proper receptacles, paper towels in all the proper dispensers and/or light bulbs as required.

The Wahiawa WIC will furnish hand towels, toilet paper, trash can liners and toilet seat covers.

**LOCATION AND AREA**

Wahiawa WIC Program  
Wahiawa Shopping Center  
935 California Avenue, Suite B12  
Wahiawa, Hawaii 96786  
1760 sq. ft., approximately  
Facility Contact/Telephone No: Iris Takahashi/808-586-8060

**DESCRIPTION OF WORK**

Cleaning shall be done two times a week, on Tuesday (3:15pm – 3:45pm) and Friday (3:15pm – 3:45pm).

If a holiday falls on Tuesday, cleaning shall be done on Wednesday and if a holiday falls on Friday, cleaning shall be done on Thursday.

Cleaning not specifically stated in contract, i.e., emergencies, as requested and approved by WIC Clinic Supervisor shall be invoiced as separate service charge from the monthly invoice.

The services shall include but not be limited to the following janitorial services:

**Two (2) times a week on Tuesday and Friday:**

1. Empty waste receptacles and replace liners; dispose of waste into trash bins located outside, behind the clinic office.
2. Disinfect and mop floors in the bathroom and kitchen areas.
3. Replace light bulbs, as needed.
4. Clean bathroom mirror with window cleaning solution.
5. Replace/ refill replenishable supplies such as toilet paper, toilet seat covers, trash can liners, paper towels and hand soap.

6. Sanitize toilet with appropriate cleanser/disinfectant.
7. Clean the bathroom and kitchen sinks with appropriate cleanser/disinfectant.

**One (1) time a week on Friday:**

1. Vacuum all floors.

CONTRACTOR shall consult with the WIC Clinic Supervisor on any items of specific concern. The CONTRACTOR shall not clean or move personal items of DOH employees.

***The CONTRACTOR shall be licensed and bonded or determined to be a qualified rehabilitation facility pursuant to Section 103-81(5), HRS, and the Employer has negotiated the conditions and terms of the services as required under Section 103-82, HRS.***

Equal monthly invoices shall be payable upon certification by the WIC Clinic Supervisor that the CONTRACTOR has satisfactorily performed the required services. CONTRACTOR shall submit monthly invoices to the following address:

DOH.WIC.BILLING@doh.hawaii.gov

A "Certificate of Vendor Compliance," issued through the Hawaii Compliance Express system, shall be acceptable for final payment requirements.

Cancellation of this agreement may occur with 30 days written notice by either the CONTRACTOR or the Department of Health-Contract Administrator.

An option to extend this award for an additional two (2) twelve (12) month periods, provided the annual award amount remains the same.