

Scope of Work for Custodian Assessment of State of Hawaii Buildings

1. Introduction:

- a. The Department of Accounting and General Services (DAGS) would like to hire a Custodial Consultant (consultant) to perform a benchmark analysis of its facilities custodial services to understand our current level of custodial services, opportunities to standardize custodial benchmark and best practices to implement toward a sustainable Custodial Masterplan (CMP).

2. Requirements for consideration of quotation

- a. Provide references to a minimum of 5 other government jobs of similar scope.
- b. Provide at least 1 reference of a Hawaii based client you have done work with in the past 5 years.
- c. Attest that consultant is an Independent Consulting service provider and the firm does not offer or represent any cleaning services or sells supplies or equipment.

3. Objectives:

- a. To assess, rate, and establish a standard maintenance rating for DAGS buildings that are maintainable and achievable for required cleanliness, evolving hygiene standards, and reducing maintenance costs within an allocated budget.
- b. Provide a sustainable masterplan document outlining phased steps and a timeline to achieve after collaboration with DAGS.
- c. Provide a report, masterplan, recommend and track progress toward realizing the CMP.
- d. Provide two (2) annual reassessment to update the building's maintenance ratings and progress toward the CMP.
- e. Provide a virtual briefing of initial findings and annual follow-ups.
- f. The list of buildings and interior area to be assessed are attached.

4. Services Required:

- a. Specify the range of services required, including but not limited to:
 - i. Daily cleaning and maintenance tasks
 - ii. Floor care (sweeping, mopping, vacuuming, etc.)
 - iii. Restroom sanitation
 - iv. Trash removal
 - v. Window cleaning
 - vi. Specialized cleaning tasks (e.g., carpet cleaning, upholstery cleaning)
 - vii. Consultation on cleaning products and equipment
 - viii. Training of in-house cleaning staff (if applicable)

5. Frequency and Schedule:

- a. Define the frequency and schedule of cleaning and maintenance tasks, such as daily, weekly, or monthly routines.

6. Staffing and Supervision:

- a. Specify the number of custodial staff or consultants required.
- b. Describe the qualifications and experience required for custodial staff.
- c. Identify the person responsible for supervising the custodial team and their qualifications.

7. Supplies and Equipment:

- a. Clarify who is responsible for providing cleaning supplies, equipment, and materials.
- b. Specify any specific requirements for environmentally friendly or sustainable cleaning products.

8. Quality Assurance:

- a. Define the standards for cleanliness and hygiene that the custodian or consultant is expected to maintain.
- b. Specify the frequency of quality inspections and who will conduct them.

9. Reporting and Communication:

- a. Establish a reporting mechanism for custodial issues, concerns, and emergencies.

10. Safety and Compliance:

- a. Outline safety measures and compliance requirements, including adherence to OSHA standards and other relevant regulations.

11. Extra Work

- a. Additional custodial consulting work and task as requested by DAGS.

12. Time of Performance (estimated)

- a. Site work – 4 months from a written notice to proceed
- b. Benchmarking and recommendations – 3 months from completion of site work
 - i. DAGS review and comment – 1 month
- c. Draft Final report and Masterplan – 1 month from acceptance of Benchmarking and recommendations
 - i. DAGS review and comment – 1 month
- d. Final report and Masterplan – 1 month from acceptance of draft report
- e. Annual reassessment and update follow-ups – 1 per year for 2 years

End of Scope of Work

Attachment

DAGS OWNED BUILDINGS

Count	Island	Bldg	inter sf	Yr Built
1	Hawaii	Hilo Maint Facility	7,400	2017
2	Hawaii	Hilo State Off Bldg	108,648	1968
3	Hawaii	Hilo Welfare-DSSH [Kulana Naauao Bldg]	8,500	1950s?
4	Hawaii	Honokaa Dist Court	2,050	1971
5	Hawaii	Honokaa Maint Facility	2,670	1972
6	Hawaii	Honokaa State Off Bldg #1	3,387	1966
7	Hawaii	Honokaa State Off Bldg #2	1,052	1950
8	Hawaii	Kau Shop [Kau Maintenance Facility]	1,870	1981
9	Hawaii	Keakealani Office Bldg	24,424	1950s?
10	Hawaii	Kohala State Off Bldg [N. Kohala SOB]	3,480	1972
11	Hawaii	Kona Maintenance Facility	5,241	2013
12	Hawaii	Kona State Off Bldg #1	3,852	1966
13	Hawaii	Kona State Off Bldg #2	3,100	1978
14	Hawaii	Kona State Off Bldg #3	3,246	1978
15	Hawaii	Naalehu State Off Bldg	2,352	1955
16	Hawaii	Waimea Dist Court	1,700	1983
17	Hawaii	Waimea State Off Bldg [S. Kohala SOB]	5,300	1975
Hawaii Total:			188,272	
1	Kauai	DAGS Admin Bldg/Baseyard - Office	5,112	2003
2	Kauai	DAGS Admin Bldg/Baseyard - Maint	9,600	1999
3	Kauai	Lihue Health Center	8,100	1966
4	Kauai	Lihue Health Center - Annex	3,050	1972
5	Kauai	Lihue State Off Bldg	49,200	1969
6	Kauai	Plant Industry Facility	4,970	1984
7	Kauai	Vector Control Bldg	5,860	1988
8	Kauai	Lihue Court House	19,743	1936
9	Kauai	Police Station (demo to prkg lot)	14,500	n/a
Kauai Total:			120,135	
1	Maui	Kahului Civic Center [Old District Office]	16,550	1940s?
2	Maui	Maui District Office Facility - Bldg A	5,520	1994
3	Maui	Maui District Office Facility - Bldg B	16,768	1994
4	Maui	Maui District Office Facility - Bldg C	12,600	1994
5	Maui	Maui District Office Facility - Bldg D1,D2	5,080	1994
6	Maui	Maui District Office Facility - Bldg E	2,560	1994
7	Maui	New Molokai State Office Bldg 1	8,361	1997
8	Maui	New Molokai State Office Bldg 2	9,089	1999
9	Maui	New Molokai State Office Bldg - Maint	3,000	1992?
10	Maui	State Annex Bldg [Wailuku SOB#2]	6,866	1931
11	Maui	Wailuku State Off Bldg	37,832	1970s?
Maui Total:			124,226	
1	Oahu	Archives Stor (Record Ctr)	20,000	1977
2	Oahu	Automotive Mgmt Division Offices	2,500	1964
3	Oahu	Capitol Center Bldg	53,364	1959
4	Oahu	CSD - Admin	6,750	1977
5	Oahu	CSD - Grounds Maint Bldg	3,000	1977
6	Oahu	CSD - R&A Warehouse Bldg	28,000	1977
7	Oahu	CSD - Furniture Storage Bldg	23,000	1977
8	Oahu	Federal and State Surplus	15,000	1977
9	Oahu	Hale Auhau (Tax Office)	46,573	1939
10	Oahu	Hawaii State Senior Ctr	13,000	1960s?

DAGS OWNED BUILDINGS

Count	Island	Bldg	inter sf	Yr Built
11	Oahu	Kakuihewa Bldg	222,389	1998
12	Oahu	Kalanimoku (SOB #1)	202,783	1975
13	Oahu	Kam V Bldg	9,123	1899
14	Oahu	Kamamalu Bldg (Hawn Trust) (vacant)	74,696	1957
15	Oahu	Kaneohe Civic Center	6,301	1955
16	Oahu	Keelikolani Bldg (Tax/Labor)	238,086	1981
17	Oahu	Kekauluohi Bldg (Archives)	25,400	1952
18	Oahu	Kekuanaoa Bldg (Terr. Bldg)	66,076	1926
19	Oahu	Kinau Hale (DOH)	81,565	1958
20	Oahu	King Kalakaua Bldg	114,000	1921
21	Oahu	Liliuokalani Bldg (DOE)	104,926	1950
22	Oahu	No 1 Capitol District	119,316	1927
23	Oahu	O.R.&L. - Annex	2,300	1930
24	Oahu	O.R.&L. - Main Bldg	20,711	1930
25	Oahu	Motorpool Office & Shop	6,000	1964
26	Oahu	State Capitol	326,440	1969
27	Oahu	State Office Tower	171,882	1992
28	Oahu	Wahiawa Civic Center	15,000	1956
29	Oahu	Waipahu Civic Center	57,093	1993
30	Oahu	Washington Place - Cottage	800	
31	Oahu	Washington Place - Garage	1,125	
32	Oahu	Washington Place - Museum	16,300	1846
33	Oahu	Washington Place - Residence	5,000	2002
Oahu Total:			2,098,499	

70 Total DAGS owned buildings statewide

SF = interior and courtyard space square footage.

[facility] = AKA name. The first name is used in the AS400 database.

OTHER DEPT BUILDINGS

Count	Island	Bldg	inter sf
1	Hawaii	Environmental Health Bldg	6,000
2	Hawaii	Honokaa DOH	8,400
3	Hawaii	Honokaa Health Lab-Office (Vector)	3,400
4	Hawaii	Insectory-DOA	2,500
5	Hawaii	Keawe Health Center	3,500
6	Hawaii	Kona Health Center	4,600
7	Hawaii	Mental Health Clinic	4,000
8	Hawaii	Office & Plant Insp-DOA	12,400
9	Hawaii	Waiakea Health Center	6,000
10	Hawaii	Waiakea Hlth Lab-Rodent	9,050
11	Kauai	Hanapepe Health Center	2,600
12	Maui	Irwin Health Ctr	2,000
13	Maui	Kahului Lab and Off-DOA	7,600
14	Maui	Lahaina Health Center	9,000
15	Maui	Vector Control-DOH	3,000
16	Maui	Wailuku Health Center	11,200
17	Oahu	Agriculture and Conserv	15,800
18	Oahu	AliiAIMoku	50,000
19	Oahu	Diamond Head Health Center	70,000
20	Oahu	Hoopono Bldg and Annex	8,700
21	Oahu	Lanakila Health Center	43,700
22	Oahu	Leeward Health Center	26,000

DAGS OWNED BUILDINGS

Count	Island	Bldg	inter sf	Yr Built
23	Oahu	Plant Quarantine Station	36,400	
24	Oahu	Wahiawa Child Dev Ctr	6,500	
25	Oahu	Waipahu Health Center (Clubhouse)	10,000	
26	Oahu	Windward Health Center	30,000	
		Other Dept Totals	392,350	

26 Total buildings other Depts

Statewide SF Total	2,923,482
Total Number of buildings	96