

HAWAII STATE DEPARTMENT OF EDUCATION

PROCUREMENT AND CONTRACTS BRANCH

JANUARY 23, 2025

ADDENDUM A

TO

INVITATION FOR BIDS

IFB D25-068

TO

PROVIDE CLASSROOM CLEANING SERVICES

FOR THE HAWAII STATE DEPARTMENT OF EDUCATION

AT LEIHOKU ELEMENTARY SCHOOL

Part I: The following is a brief summary of the Pre-Bid Meeting and Site Inspection that occurred on January 14, 2025.

The Pre-Bid Meeting and Site Inspection was held on January 14, 2025, at 9:30a.m. H.S.T. The meeting provided an overview of the existing conditions, rules and regulations, and the extent and nature of work to be performed. Questions and clarifications were responded to informally and everyone was thanked for their participation and interest.

Part II: Changes to IFB

The following changes are hereby provided and incorporated into IFB D25-068.

A. Work Schedule

Page S-1, SPECIFICATIONS, Section 4. WORK SCHEDULE: a link to general school calendar is hereby added. SPECIFICATIONS, Section 4. WORK SCHEDULE is deleted in its entirety and replaced with the following:

4. WORK SCHEDULE

Services shall be performed from Monday through Friday when school is in session. No services are required on weekends, holidays, or during vacations, intercessions and breaks. Work shall be done at the end of the school day, according to the following schedule (all days and times are Hawaii Standard Time (HST)):

WORK SCHEDULE			
Monday, Tuesday, Thursday and Friday		Wednesday	
Start	End	Start	End
2:30 p.m.	5:30 p.m.	1:30 p.m.	5:30 p.m.

See following link for general school calendar.

<https://www.hawaiipublicschools.org/Pages/Calendar.aspx>

B. Description of Work

Page S-1 and S-2, SPECIFICATIONS, 5. DESCRIPTION OF WORK: Section 5.3.4. Vacuuming of Area Rug is hereby added.

5.3.4. Vacuuming of Area Rug

- CONTRACTOR shall vacuum the area rug for the classrooms with area rug, including under and around all classroom furnishings.
- Of the thirty-three (33) classrooms in this contract, the following ten (10) classrooms have an area rug.

Portable, 2 classrooms: 1, 5;
D Building, 3 classrooms: 202, 203, 204;
H Building, 2 classrooms: 103, 204; and
J Building, 3 classrooms: 101, 103, 204

Offerors shall refer to the map of the LES campus (Attachment A – Addendum A).

- Vacuuming services shall be provided One (1) time per week.

C. Method of Award

Page SC-6, SPECIAL CONDITIONS, BID EVALUATION, 22. Method of Award is deleted in its entirety and replaced with the following:

22. Method of Award

Award, if made, shall be to the responsive, responsible Offeror submitting the lowest estimated Total Sum Bid Price (Items 1 through 3). However, if the Total Sum Bid Price of the qualified low offer exceeds allotted funds, the STATE shall have the option to shorten the contract period or delete classroom(s) to allow award to be made within the allotted funds. Offeror must bid on all items to qualify for award. In case of error in the extension of the total bid price, the unit bid price shall govern.

D. Attachment A

Map of the LES Campus (Attachment A) is deleted in its entirety and replaced with the attached Attachment A - Addendum A.

The revised Map of the LES Campus (Attachment A - Addendum A) is labeled as follows:

Attachment A Addendum A.pdf

E. Offer Page (OF-2)

Offer Page (OF-2) is deleted in its entirety and replaced with the attached Offer Page Addendum A.

The revised Offer Page is labeled as follows:

IFB D25 068 Offer Page Addendum A.xlsx

Attachment A - Addendum A

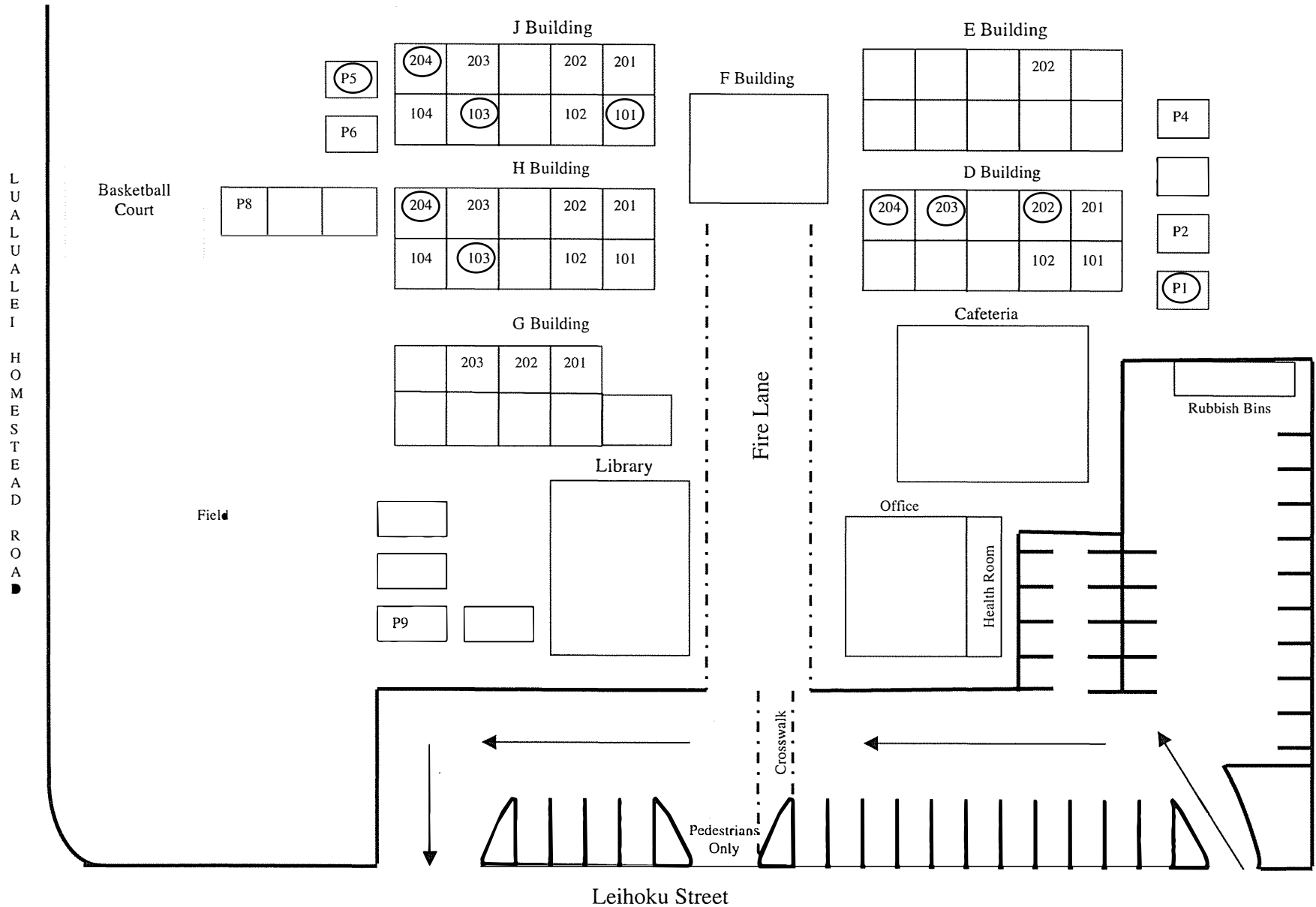
The following circled classroom's area rug required vacuum one (1) time a week;

- Portable, 2 classrooms: 1, 5;
- D Building, 3 classrooms: 202, 203, 204;
- H Building, 2 classrooms: 103, 204; and
- J Building, 3 classrooms: 101, 103, 204

Leihoku Elementary School 86-285 Leihoku Street Waianae, Hawaii 96792

The following classrooms are required cleaning;

- Portable, 7 classrooms: 1, 2, 4, 5, 6, 8, 9;
- D Building, 6 classrooms: 101, 102, 201, 202, 203, 204;
- E Building, 1 classroom: 202;
- G Building, 3 classrooms: 201, 202, 203;
- H Building, 8 classrooms: 101, 102, 103, 104, 201, 202, 203, 204; and
- J Building, 8 classrooms: 101, 102, 103, 104, 201, 202, 203, 204.



The following offer is hereby submitted:

Offeror: _____

Item	Description of Work	Frequency	Estimated Services Days per Month	A Number of Classrooms	B Estimated Months of Service	C Per Classroom per Month (UNIT BID PRICE)	A X B X C TOTAL BID PRICE
1	Trash, Sweeping and Dust mopping	Daily	20	33	10		\$ -
2	Wet Mopping	One (1) Time per week	4	33	10		\$ -
3	Vacuuming Area Rug	One (1) Time per week	4	10	10		\$ -
						TOTAL SUM BID PRICE (Items 1 through 3)	\$ -

**Offeror must bid on all items to be considered for award.