

HAWAII STATE DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

MARCH 09, 2026

ADDENDUM B

TO

INVITATION FOR BIDS

IFB D26-068

TO

PROVIDE SECURITY SERVICES

AT THE QUEEN LILIUOKALANI BUILDING

The following changes are hereby provided and incorporated into IFB D26-068:

PART I: CHANGES TO THE IFB

A. Revisions to the Scope of Services

1. The two (2) 5-hour shifts daily and the hours between 7:00 a.m. – 12:00 noon and 12:00 noon – 5:00 p.m. have been removed. Scope of Services section 3. Work Schedule (page S-1) is deleted in entirety and replaced with the following:

3. Work Schedule

CONTRACTOR shall operate one (1) 10-hour shift daily with a SO for the shift. The hours shall be 7:00 a.m. to 5:00 p.m. Monday through Friday, except State holidays, weekend and/or other scheduled closures, or as otherwise approved by the Contract Administrator (CA) or Point of Contact (POC).

CONTRACTOR shall have SOs available for extended work shifts during Board of Education (BOE) meetings held at the QLB. SOs shall be available until 10:00 p.m. during regular BOE meetings and until 6:00 p.m. during BOE committee meetings, as necessary. A schedule will be provided to the CONTRACTOR upon Contract execution and will be notified of any changes in meeting dates and times.

PART II: RESPONSES TO QUESTIONS SUBMITTED

Question 1: Are there any subcontractors being used for the current contract?

Answer 1: No

Question 2: What was the total spent in the last billed month?

Answer 2: \$5,390.00

Question 3: Are there any other rates billed separately (for example, equipment, vehicles, etc.)?

Answer 3: No

Question 4: What was the amount spent on this contract last year?

Answer 4: \$66,755.15

Question 5: What is the estimated total number of annual hours for this contract?

Answer 5: Please refer to Offer Page, OF-2.

Question 6: What is the current bill rate for each position?

Answer 6: \$26.95 per hour

Question 7: Beyond the STATE and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?

Answer 7: Please refer to Special Conditions, page SC-9, 34 Wage Certificate.

Question 8: Is the current contract using vehicles? If yes, how many?

Answer 8: No

Question 9: Is subcontracting required for this contract?

Answer 9: No

Question 10: Are there any specifications for the uniform? For security vehicle?

Answer 10: No, uniforms are provided by the security company.

Question 11: Will there be a module for the building's crisis and safety plans, and evacuation procedures?

Answer 11: There is an emergency action plan for the Queen Liliuokalani Building that can be referenced in the event of an emergency.

Question 12: Will the STATE require and/or provide any other training for the Security Officer (SO)?

Answer 12: Please refer to Special Conditions, page SC-3, 7. Offeror Qualifications, D. Work Experience. Other training may be offered. Training on the Building's protocols are up to the vendor to ensure that the SOs are up to date.

Question 13: What are the parking fees?

Answer 13: Parking is not provided.

Question 14: How are security officers relieved when taking required Rest and Meal Breaks?

Answer 14: It is up to the discretion of the vendor but a SO must be present.

Question 15: What are the main security challenges the STATE is experiencing at the Queen Liliuokalani Building?

Answer 15: Intaking guests and non-employees to ensure visitors have official business with offices in the building.

Question 16: What is the reason for going out to bid for security services?

Answer 16: Please refer to Scope of Services, page S-1, 1. Overview.

Question 17: Does the STATE have a preference to retain incumbent employees that are in good standing and meet the hiring criteria of the Offeror?

Answer 17: Please refer to Special Conditions, page SC-13, 41. Exclusion of Specific Workers.

Question 18: What equipment is provided by the STATE?

Answer 18: A guard desk, station, chair, visitor passes and a visitor log.

Question 19: Are there restroom facilities available for the security personnel to use?

Answer 19: Yes

Question 20: How often are the BOE Meetings held at the QLB?

Answer 20: Typically once a month with the potential for special meetings to occur on an as needed basis.

Question 21: For SO working the later day shift and staying for the BOE Meeting, if overtime is worked, does the STATE expect to pay time and a half for any overtime hours worked?

Answer 21: The rates that the STATE will pay is to be included on the Offer Sheet, OF-2.

Question 22: In the Special Conditions, pages SC-10 and SC-11, 35. Liability Insurance, can the provisions be amended?

Answer 22: No

Question 23: In the Scope of Service, page S-2, 5. Security Officer's (SO)'s Responsibilities, letter K, how does the STATE interpret the word "assist"?

Answer 23: In the context of Section 5k, the STATE interprets "assist" as follows. SOs shall "assist" by proactively taking steps to mitigate risks including those that may affect tenant or employee health or safety, or building security. This may involve moving beyond observation to actively managing a situation through verbal de-escalation, creating a physical buffer, notifying tenants of imminently dangerous situations and contacting law enforcement or emergency medical services if needed.