

AMHD 26- EKOLU-3
INDUSTRIAL HYGIENE ASSESSMENT AND ENVIRONMENTAL CLEANING (STABILIZATION)
AT EKOLU
DEPARTMENT OF HEALTH – ADULT MENTAL HEALTH DIVISION

Procurement Officer
Department of Health
State of Hawaii
1250 Punchbowl Street
Honolulu, Hawaii 96813

Dear Procurement Officer:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the General Conditions Form AG-008 Rev.(10/17/2013), by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

The undersigned represents: **(Check one only)**

1. A **Hawaii business** incorporated or organized under the laws of the State of Hawaii; **OR**
2. A **Compliant Non-Hawaii business** not incorporated or organized under the laws of the State of Hawaii, and if applicable, registered at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii.

State of incorporation: _____

Offeror is:

- Sole Proprietor Partnership Corporation Joint Venture
 Other _____

Federal I.D. No.: _____

Hawaii General Excise Tax License I.D. No.: _____

Payment address (other than street address below): _____

City, State, Zip Code: _____

Business address (street address): _____

City, State, Zip Code: _____

Respectfully submitted:

Date: _____

(x) _____

Authorized (Original) Signature

Telephone No.: _____

Name and Title (Please Type or Print)

Fax No.: _____

E-mail Address: _____

* _____

Exact Legal Name of Company (Offeror)

*If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

The following OFFER is hereby submitted for AMHD 26-EKOLU-3, INDUSTRIAL HYGIENE ASSESSMENT AND ENVIRONMENTAL CLEANING (STABILIZATION) AT EKOLU of the Department of Health, Adult Mental Health Division.

1. INTRODUCTION

The State of Hawai'i Department of Health ("STATE"), Adult Mental Health Division ("DIVISION"), is seeking qualified contractors to provide an industrial hygiene assessment and environmental cleaning (stabilization) services to address areas affected by suspected and visible microbial growth at Ekolu, located at 45-710 Keaahala Rd, Kaneohe, HI 96744.

The purpose of this solicitation is to stabilize the environmental conditions and assess the extent of contamination to support subsequent remediation planning, in accordance with industry standards and health/safety guidelines.

2. SCOPE OF WORK

The scope of work includes two components: 1) Industrial Hygiene Assessment; and 2) Environmental Cleaning (Stabilization).

1) Industrial Hygiene Assessment

- Conduct an on-site visual inspection, moisture mapping, and environmental sampling (air, surface, or bulk) as necessary to characterize the type and extent of microbial contamination or growth and associated moisture intrusion.
- Evaluate potential sources of moisture, HVAC influence, and environmental conditions (temperature, relative humidity, dew point, etc.).
- Prepare a written report that includes, but not limited to:
 - Summary of observed conditions and sampling data. Diagram, sketch, or annotated floor plan identifying sample locations, areas of concern, and approximate square footage of affected areas. Photographs and field notes to support findings.
 - Results and interpretation of sampling and laboratory data.
 - Recommended cleaning and stabilization scope for the environmental cleaning.
 - Post-cleaning clearance criteria and verification testing plan.
 - Root cause findings (e.g., moisture source, ventilation issue, building envelope integrity).
 - Long term corrective actions and preventive recommendations.
- Issue a Final Clearance Report, including laboratory results, and visual inspection, verifying acceptable post-cleaning conditions meet recommended post-cleaning criteria.

2) Environmental Cleaning (Stabilization)

- Perform cleaning and surface stabilization as directed by the Industrial Hygienist and/or the STATE. Work includes, but not limited to:
 - HEPA vacuuming and damp wiping affected and adjacent nonporous surfaces.
 - Application of EPA-registered antimicrobial solution.
 - Cleaning of nearby HVAC grilles, diffusers, and surfaces as directed.
 - Provide all labor, equipment, PPE, and materials necessary.
 - Remove and dispose of contaminated waste/debris per applicable laws.
- Provide written confirmation that all cleaning and stabilization work was completed in accordance with the Industrial Hygienist's recommendations and this Scope of Work.

Demolition and reconstruction activities are excluded from the scope of this solicitation.

3. AWARD BASIS

It is not mandatory to bid on both Items. OFFEROR(s) may submit a bid for Item 1 – Industrial Hygiene Assessment, Item 2- Environmental Cleaning (stabilization), or both.

The STATE will review all offers and may award one contract or two separate contracts, depending on what is in the best interest of the STATE.

OFFEROR _____

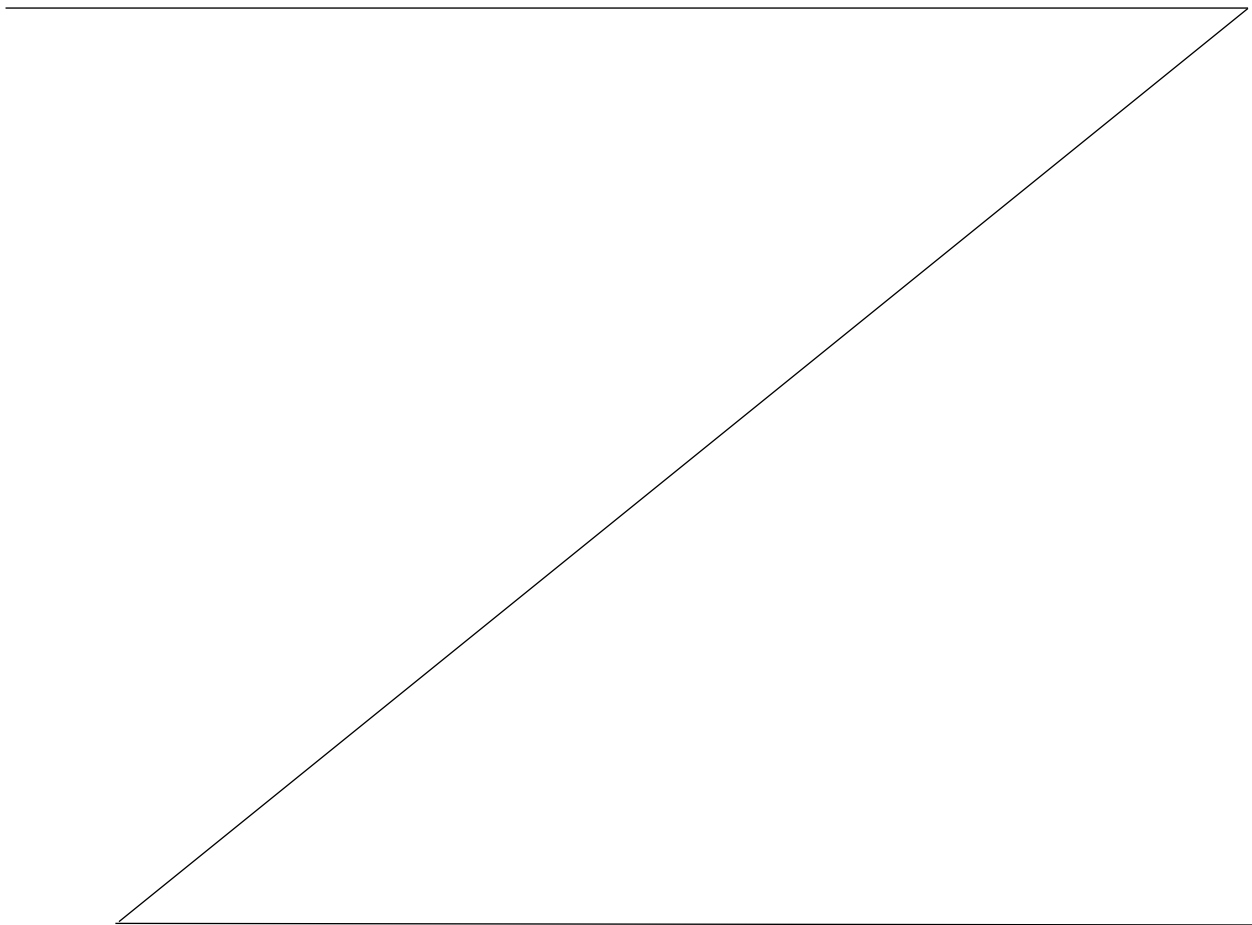
Company Name

The STATE's priorities for award are as follows:

- 1) If an OFFEROR bids on both Items 1 and 2, the STATE may award to the lowest combined total price.
- 2) If OFFEROR(s) bid on individual line items, the STATE may award to the lowest responsible bid for each Item.
- 3) The STATE may choose to award only Item 1 (Industrial Hygiene Assessment) if there are funding limits, or if the environmental work needs to be done later.
- 4) The STATE will only move forward with Item 2 (Environmental Cleaning) if Item 1 has been awarded under this solicitation, since the cleaning work must follow the Industrial Hygiene Assessment recommendations.

The STATE further reserves the right to:

- 1) Award by individual line item or as one combined award, whichever is determined to be in the best interest of the STATE.
- 2) Coordinate sequencing of work between CONTRACTOR(s) to ensure compliance with the Industrial Hygiene Assessment recommendations, and proper completion of all services.



OFFEROR _____

Company Name

Table A. Industrial Hygiene Assessment & Environmental Cleaning – Lump-Sum Pricing

OFFERORS may submit lump-sum pricing for one or both line items. Enter “No Bid” in any line item not being quoted. The STATE reserves the right to make award by individual line item, or in the aggregate total, whichever is determined to be in the best interest of the State. All bid prices shall include all labor, materials, equipment, tools, supervision, applicable taxes and fees, and any incidentals necessary to complete the work in accordance with the Scope of Work. If an item is provided at no additional charge, indicated “\$0.” Any blank price fields shall be interpreted as no charge.

Bid Item No.	Description	Bid Price
Item 1	Industrial Hygiene Services (All-inclusive), see Scope of Work, Item 1.	\$
Item 2	Environmental Cleaning (Stabilization; All-inclusive), see Scope of Work, Item 2.	\$
TOTAL OFFER, (if bidding both line items)		\$

Table B. PROJECT SCHEDULE AND DELIVERY

OFFERORS shall indicate their estimated timeframes for mobilization and completion of their proposed scope of work. Do not provide specific calendar dates, as scheduling may depend on sequencing between awarded vendors and contract execution timing. OFFERORS submitting pricing for only one line item shall complete only the sections that are applicable to their proposed scope of work. If a section does not apply, clearly mark the field or table as “N/A”.

Line-Item No.	Scope of Work	Mobilization Time (Days)*	Estimated Duration to Complete Work (Days)**
Item 1	Industrial Hygiene Assessment		
Item 2	Environmental Cleaning (Stabilization)		

*Mobilization Time = Number of days from written Notice to Proceed to actual start of work.

**Estimated Duration = Number of days required to complete the work once started.

TABLE C. LABORATORY INFORMATION

OFFERORS shall, if proposing the Industrial Hygiene Assessment, provide the name and details of the laboratory that will be used for sample analysis. If a section does not apply, clearly mark the field or table as “N/A”.

Laboratory Name	Accreditation/Recognition (e.g., AIHA EMLAP, etc.)	Type of Analysis Performed	Location (City, State)

OFFEROR _____

Company Name

Table D. INDUSTRIAL HYGIENE ASSESSMENT QUALIFICATIONS

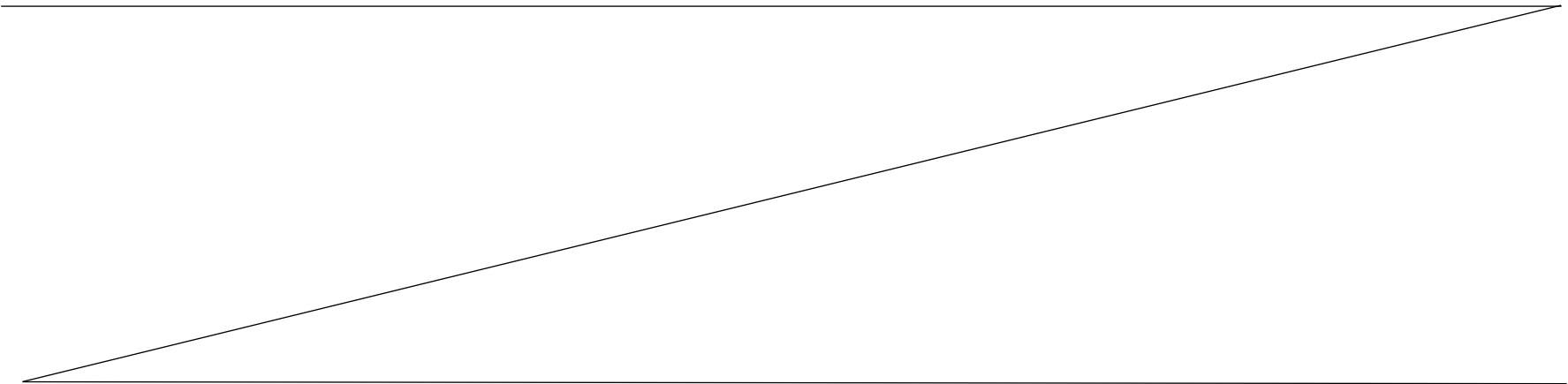
OFFEROR shall identify the qualified professional(s) who will oversee or perform the industrial hygiene work. OFFERORS submitting pricing for only one line item shall complete only the sections that are applicable to their proposed scope of work. If a section does not apply, clearly mark the field or table as "N/A".

<u>Name/Company</u>	<u>Relevant Certifications or Credentials (CIH, CIEC etc.)</u>	<u>Expiration Date</u>	<u>Years of Experience in Industrial Hygiene or Microbial Assessment</u>
_____	_____	_____	_____
_____	_____	_____	_____

TABLE E. ENVIRONMENTAL CLEANING SERVICES QUALIFICATIONS

OFFEROR shall identify the qualified environmental professional(s) who will oversee or perform environmental cleaning (stabilization). OFFERORS submitting pricing for only one line item shall complete only the sections that are applicable to their proposed scope of work. If a section does not apply, clearly mark the field or table as "N/A".

<u>Name/Company</u>	<u>Certification/Credential (Issuing Org. & Lic. / Cert. #)</u>	<u>Expiration Date</u>	<u>Years of Relevant Experience</u>
_____	_____	_____	_____
_____	_____	_____	_____



OFFEROR _____

Company Name

4. OFFEROR POINT OF CONTACT:

The OFFEROR point of contact shall be responsible for all communications, coordination, and status updates to the DIVISION contract administrator:

Name: _____

Email: _____ **Phone:** _____

5. OFFEROR REQUIRED SUBMITTALS

An OFFER without the required submittals may be deemed to be non-responsive and the offer may be rejected when such action is in the best interest of the STATE.

- 1) Completed Industrial Hygiene Assessment and Environmental Cleaning (Table A), Project Schedule and Delivery (Table B), Laboratory Information (Table C), Industrial Hygiene Services Qualifications (Table D), and Environmental Cleaning Services Qualification (Table E).
- 2) Qualifications
 - a) Industrial Hygiene Assessment
Evidence of relevant professional certifications such as Certified Industrial Hygienist (CIH), Certified Microbial Consultant, or equivalent.
 - b) Environmental Cleaning (Stabilization)
Evidence of appropriate industry certifications such as IICRC, AMRT/WRT, ACAC CMR/CMRS, or equivalent.
- 3) At least one (1) Recommendation Letter from local business/individuals (less than 3 years from the time of the OFFER), or Reference Check Sheet (See Attachments).
- 4) List of Subcontractor(s).

5. OFFEROR REQUIRED SUBMITTALS UPON AWARD

The OFFEROR shall submit the following documents upon award of the contract:

- 1) W-9, Request for Taxpayer Identification Number and Certification.
- 2) Certificate of Insurance (COI).

Type	Limit
Commercial General Liability	\$1,000,000 per occurrence for bodily injury and property damage and \$2,000,000 in aggregate
Automobile Liability	\$1,000,000 per occurrence
Worker's Compensation	Insurance to include Employer's Liability. Such coverage shall apply to all employees of the OFFEROR and in case any sub-contractor fails to provide adequate similar protection for all his employees, to all employees of sub-contractors

Each insurance policy required by this Contract shall contain the following clause:

It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy.

The general liability and automobile liability insurance policies required by this Contract shall contain the following clause:

OFFEROR _____

Company Name

The State of Hawaii and its officers and employees are additionally insured with respect to operations performed for the State of Hawaii.

All applicable policies shall provide a waiver of subrogation in favor of the STATE.

3) Certificate of Vendor Compliance

OFFERORS shall be compliant with all laws governing doing business in the State of Hawai'i, including registration with Hawai'i Compliance Express system. In accordance with Hawai'i Revised Statutes §103D-310(c) and Hawai'i Administrative Rules §3-122-112, a valid Certificate of Vendor Compliance issued through the HCE system shall be required as evidence of compliance.

6. OFFEROR REQUIREMENTS

- 1) The OFFEROR shall be a registered business in the State of Hawaii through the Department of Commerce and Consumer Affairs (DCCA) at the time of the offer.
- 2) The OFFEROR shall be compliant through Hawaii Compliance Express (HCE) at the time of award and for final payment. If an OFFEROR is not compliant through HCE at the time of award, the OFFEROR will not receive the award.
- 3) The OFFEROR shall have a local, permanent office location from where he/she conducts business and where he/she will be accessible by telephone regarding complaints or requests that need immediate attention. An answering service is acceptable provided a response is made within two (2) hours of the initial call during regular business hours.
- 4) The OFFEROR shall have adequate equipment and number of employees to perform and complete the work specified herein.
- 5) The OFFEROR warrants that all work will be performed in a workmanlike manner per industry standards.
- 6) The OFFEROR certifies that the price submitted was independently arrived at without collusion.

7. OFFEROR RESPONSIBILITIES

- 1) The OFFEROR shall agree to use certified employees and subcontractors in compliance with applicable state and federal laws, statutes, rules, and regulations.
- 2) The OFFEROR shall notify the DIVISION contract administrator of anticipated start and end dates, delays, and necessary changes during the contract period.
- 3) The OFFEROR shall ensure all work areas are kept neat and free of hazards, with regular removal of debris and excess materials.
- 4) The OFFEROR shall coordinate with the DIVISION designee to conduct a final walk through when PROJECT is completed.
- 5) The OFFEROR shall ensure there is no deviation from the accepted quotation for this PROJECT.
- 6) The OFFEROR shall be responsible for the repair of any damages incurred through duration of this PROJECT.
- 7) The STATE will hold the OFFEROR liable for all the acts of its employees including subcontractors and its employees and shall work only with the OFFEROR in matters pertaining to

OFFEROR _____

Company Name

other trades employed on the job. The OFFEROR shall be responsible for coordinating the work of its employees and sub-contractors.

- 8) The OFFEROR shall always have a supervisor available on call during the PROJECT and provide emergency contact cell phone number.
- 9) If new conditions or areas of concern are discovered during the course of work, the OFFEROR must notify the STATE in writing. The STATE will review the findings and determine whether the additional work may be authorized as a contract modification in accordance with HRS §3-125-13, or if it must be procured separately. No additional work shall proceed without written approval from the STATE. Demolition and reconstruction activities are excluded from this solicitation.
- 10) The OFFEROR is responsible for performing work in accordance with the Industrial Hygiene recommendations and this Scope of Work. If the post-cleaning clearance inspection fails due to incomplete or inadequate cleaning, the OFFEROR shall re-clean the affected areas and coordinate re-inspection at no additional cost to the STATE until clearance is achieved. If the failure is determined to result from causes outside the OFFEROR's control (e.g., new water intrusion, mechanical issues, or unrelated facility conditions), the STATE will review the circumstances and determine next steps at its discretion.
- 11) The OFFEROR shall immediately notify the DIVISION contract administrator of any discrepancies discovered before, during and any phase of the work called for in Scope of Work before proceeding any further with the work, otherwise, the OFFEROR shall be held responsible for any additional cost involved in correction of work due to such discrepancy.

8. ACCEPTANCE OF WORK AND COMPLETION DOCUMENTATION

- 1) These requirements apply whether one CONTRACTOR performs both components or if the Industrial Hygiene Assessment and Environmental Cleaning (Stabilization) are awarded separately.
- 2) The Environmental Cleaning CONTRACTOR shall conduct a self-inspection and prepare a punch list identifying all work completed, and any items requiring additional attention.
- 3) The Environmental Cleaning CONTRACTOR shall then request a joint inspection with the State and Industrial Hygiene Assessment CONTRACTOR to review the punch list and verify completion of all work. Any additional deficiencies identified during the joint inspection shall be added to the punch list and corrected prior to final acceptance.
- 4) When the Industrial Hygiene Assessment and Environmental Cleaning are awarded to separate CONTRACTORS, the Environmental Cleaning CONTRACTOR shall notify the State upon completion of work to allow for post-cleaning inspection and clearance testing. The State will coordinate communication between both CONTRACTORS to ensure timely completion of clearance activities and documentation.
- 5) The Environmental Cleaning CONTRACTOR shall provide a Certificate of Completion stating that all work was performed in accordance with the Industrial Hygiene Assessment Report, recommendations, scope of work, and applicable industry standards.
- 6) The Industrial Hygiene Assessment CONTRACTOR shall provide a Final Clearance Report, including laboratory results, documentation of visual inspection, and verification that post-cleaning conditions meets post-cleaning criteria.
- 7) Acceptance of work by the STATE shall be contingent upon receipt and review of both the Certificate of Completion and the Final Clearance Report confirming that all punch list items have been satisfactorily resolved.

OFFEROR _____

Company Name

- 8) The CONTRACTOR(s) shall ensure that all records, reports, and supporting documentation are submitted to the DIVISION's contract administrator within five (5) business days of completion of field work.

9. SUBCONTRACTORS

If the work or portion thereof is to be performed by a subcontractor, the OFFEROR shall submit a list of its subcontractors as an attachment when submitting its quote. Submitting a quote without an attached list of subcontractors may be deemed to be non-responsive and may be rejected when such action is in the best interest of the STATE.

The OFFEROR shall be responsible for ensuring all subcontractors meet applicable State laws, licensing, and procurement requirements. The following shall apply:

- All subcontractors must possess the appropriate contractor's licenses for the scope of work they are performing.
- Subcontractors must not be suspended, debarred, or ineligible to contract with the STATE.
- The STATE reserves the right to reject any proposed subcontractor who fails to meet the responsibility requirements or licensing obligations.
- The OFFEROR remains responsible for ensuring subcontractor compliance with wage laws, scheduling, workmanship, and all contract terms.

10. TIME OF PERFORMANCE

- 1) OFFERORS shall indicate estimated mobilization time and duration to complete work in Table B of the Offer Form. Specific calendar dates are not required.
- 2) Work shall be performed during the STATE's normal working hours, defined as Monday-Friday, 7:45 AM to 4:30 PM, HST, excluding State Holidays.
- 3) The CONTRACTOR shall coordinate all on-site access and schedule with the STATE's point of contact, Ashley Kahoopii prior to mobilization.
- 4) Before or After Hours may be permitted upon advance approval when necessary to minimize disruption or expedite completion.

10. MANDATORY PRE-QUOTE SITE VISIT

- 1) No Pre-Bid meeting is scheduled for this solicitation.
- 2) OFFERORS are **required** to attend the site visit prior to submitting a bid/offer. Attendance is mandatory to familiarize OFFERORS with the existing conditions, and scope of work to help to prepare their quotes.
- 3) A Site Visit is scheduled for **Wednesday, March 25, 2026, at 10:00 a.m. HST**. Please confirm your attendance no later than **12:00 p.m. HST on Tuesday, March 24, 2026**, by contacting the Ekolu point of contact:

Ashley Kahoopii
Ekolu Psychiatric Team Leader, Operations Manager
Office: (808) 942-7884 Cell: (808) 343-5663
akahoopii@cerhawaii.org

- 4) OFFERORS shall sign the Site Visit Attendance Form provided by the STATE at the time of the visit. Attendance will be verified against the form. Failure to attend a site visit shall render the OFFEROR's quote non-responsive and ineligible for award.

OFFEROR _____

Company Name