

HAWAII STATE DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

MARCH 24, 2026

ADDENDUM A

TO

INVITATION FOR BIDS

IFB D26-089

TO

PROVIDE CLASSROOM CLEANING SERVICES

FOR

THE HAWAII STATE DEPARTMENT OF EDUCATION

AT LEILEHUA HIGH SCHOOL

PART I: Changes to the IFB

Revisions to SPECIFICATIONS, 5. DESCRIPTION OF WORK, 5.3.3. Wet Mopping: Weekly in S-2 is deleted its entirety and replaced as follow:

5.3.3. Wet Mopping: Weekly

- Of the one hundred (100) classrooms included under this Contract, CONTRACTOR shall wet mop weekly including under and around all classroom furnishings in the ninety-nine (99) classrooms with tiled floors. One (1) carpeted classroom does not require this service.
- CONTRACTOR shall replace all moved furniture and equipment to their proper location.
- CONTRACTOR may use water sources available in the bathrooms or custodial rooms, on both the first and second floors.
- Wet Mopping services shall be performed after 5.3.2. Sweeping and Dust mopping.
- Wet Mopping services shall be provided weekly. CONTRACTOR shall be able to choose schedule one of the following options:
 - Option 1: All ninety-nine (99) classrooms on Wednesday, if Wednesday is a holiday, the alternate Wet Mopping service shall be provided on Thursday.
 - Option 2: CONTRACTOR shall split the campus into three (3) sections and provide service on Tuesday, Wednesday, Thursday to complete all ninety-nine (99) per Exhibit C. If there is a holiday on Tuesday, Wednesday, or Thursday, the alternate Wet Mopping service shall be provided on Friday.

- CONTRACTOR shall report to the school in the event Wet Mopping services to ninety-nine (99) classrooms are unable to be completed within scheduled date and time. The report must include the location of the unfinished classrooms.
- CONTRACTOR shall provide the make-up Wet Mopping services to unfinished classrooms if the Contractor perform:
Option 1: Make-up service should be provided on Thursday.
Option 2: Make-up service should be provided on Friday.

Adding Exhibit C to IFB:

The Exhibit C is now added to this IFB with the following;

IFB D26 089 Exhibit C.pdf

PART II: The Pre-Bid Meeting and Site Inspection and response to questions submitted:

The following questions and responses are hereby provided and incorporated into IFB D26-089.

The Pre-Bid Meeting and Site Inspection was held on March 18, 2026, at 9:00 a.m. Hawaii Standard Time (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.

Q1: Is there a specified prevailing wage?

A1: No. "Classroom Cleaner" does not exist in the Civil Service Class Specifications. As such, there is no prevailing wages.

Q2: Is there a reason STATE mandated 4-5 employees?

A2: The requirement is set to ensure the efficiency of services. Please refer to SPECIFICATIONS, Section 4. Work Schedule in S-1, Section 5. Description of Work in S-1 through S-3, Section 9. Quality in S-3.

Q3: What is the invoice procedure for handling partial months during the Contract period?

A3: CONTRACTOR should invoice only for the days performed services. Please refer to PAYMENT, Section 37. Invoicing in SC-12.

Q4: On average, how many trash cans are in each classroom?

A4: 2-3 each.

Q6: Who supply trash can liners? Preference for the trash bags?

A6: CONTRACTOR shall supply trash can liners. There are no preferences for the trash bags. Please refer to Section 5. DESCRIPTION OF WORK, 5.2. in S-1.

Q7: For the parking, are there any certain areas for the CONTRACTOR's staff?

A7: No. The CONTRACTOR's staff can park anywhere on the campus. Please be aware the upper gate closes at 6 p.m. H.S.T and lower gate closes around 9 p.m. H.S.T

Q8: Who shall the CONTRACTOR to communicate at the school?

A8: The Contract Administrator (CA) is Jason Nakamoto, Principal of Leilehua High School. The CA has designated Darilyn Tonaki-Ige as Point-of-Contact (POC) for the point-of-contact (POC). Please refer to GENERAL INFORMATION 3. Contract Administrator in SC-1.