



STATE OF HAWAII
DEPARTMENT OF HEALTH
STATE LABORATORIES DIVISION (SLD)
2725 WAIMANO HOME ROAD
PEARL CITY, HAWAII 96782-1496

In reply, please refer to:
File: SLD Laundry FY2027

April 24, 2026

The Department of Health, State Laboratories Division (SLD) is requesting a price quotation for laundry service for the fiscal year 2027, July 1, 2026 through June 30, 2027. Please provide a price quotation for the following:

1. SCOPE OF WORK

- All items to be laundered are State owned and due care must be taken to avoid damage.
- State Laboratories' linen consists of scrub tops and bottoms (pants), lab coats, and two sizes of towels (small and large). Most of the items are various shades of blue or grey except for the towels, which are white. Only a few towels per month are currently being used.
- We use approximately 180 - 215 pieces of laundry per week, mostly scrubs & coats, which are to be delivered and picked up at our facility twice a week, on Monday and Thursday or Tuesday and Friday. Once pick updates are established the state must be notified in advance and in writing of any changes. The count is just an estimate and actual amount may vary week to week.
- Billing shall be weekly based on the number of items picked up from SLD during that week.
- Item's picked up on Monday/Tuesday shall be delivered back on Thursday/Friday and items picked up on Thursday/Friday shall be delivered back on the following Monday/Tuesday.
- If a normally scheduled pick up/drop off date falls on a State holiday delivery shall be on the day following the holiday except if the holiday is on a Friday in which case delivery shall be done on the Thursday preceding the holiday. Please refer to the list of State Holidays which can be found at <https://dhrd.hawaii.gov/state-observed-holidays/>.
- Include total billing information for **price per item** and any **administration costs** in the price quotation and estimated yearly cost based on our piece count on the attached table. Total price shall be inclusive of all costs including state tax and any other fees. No additional surcharges will be allowed.
- Shall provide the services above in compliance with all Federal, State, and Local laws and regulations.
- Shall have insurance and provide a certificate of insurance (COI) which covers the period of the service. COI must be provided prior to the start of service on July 1st. Please see attached COI template for insurance and COI requirements. Failure to provide the COI prior to the July 1st date may result in cancelation of the award.

2. CONTACT

If you have any questions, require more data or wish to inspect our equipment please contact Mr. Stephen Schanzenbach, at 453-6651, fax. 453-6662 or e-mail: stephen.schanzenbach@doh.hawaii.gov.

3. BID SUBMISSION

Please submit your bid on HIEPRO by 2PM HST on May 29, 2026. Bid submission shall include a filled-out copy of the bid sheet and the total estimated amount entered in HIEPRO. Bids submitted outside of HIEPRO or after the deadline will not be considered.

4. BASIS OF AWARD

Award shall be made to the lowest responsive, responsible bidder. The lowest bid shall be based upon the estimated yearly cost for the estimated weekly piece count on the worksheet. Final award total shall be based on the actual item counts. The State reserves the right to reject any or all bids in the State's best interest.

5. PROTESTS

Are allowed for any phase of solicitation and award.

Protest of any phase of solicitation: shall be submitted in writing prior to receipt of offers. (HAR Section 3-126-3)

Protest of an award: shall be submitted in writing within 5 working days of posting of award. (HAR Section 3-126-4)

Stay of Procurement: Once filed, no further action shall be taken on the procurement until the protest has been settled. (HAR Section 3-126-5)

6. OTHER INFORMATION

The Hawai'i Department of Health does not discriminate on the basis of race, color, sex, national origin, age, or disability, or any other class as protected under applicable federal or state law, in administration of its programs, or activities, and, the Department of Health does not intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights.

If you have any questions about this notice or any of the Department's non-discrimination programs, policies, or procedures, you may contact:

Valerie Kato
Acting Non-Discrimination Coordinator
Hawai'i Department of Health
1250 Punchbowl Street, HI 96813,
(808) 586-4400
doh.nondiscrimination@doh.hawaii.gov

If you believe that you have been discriminated against with respect to a Department of Health program or activity, you may contact the Non-Discrimination Coordinator identified above.

To request language or accessibility for this document, please contact: the HDOH Non-Discrimination Coordinator, located at 1250 Punchbowl Street, Honolulu, HI 96813 (Phone: (808) 586-4400 or email: doh.nondiscrimination@doh.hawaii.gov).

Please allow sufficient time for HDOH to meet accommodation requests.