

.Attachment A

STATE OF HAWAII  
DEPARTMENT OF CORRECTIONS AND REHABILITATION  
CORRECTIONS PROGRAM SERVICES – FOOD SERVICE BRANCH

INVITATION FOR BID  
**SOLICITATION NO. B26002381**

May 12, 2026

**MONTHLY PEST CONTROL SERVICES FOR THE STATE OF HAWAII, DEPARTMENT OF CORRECTIONS AND REHABILITATION FOOD SERVICE UNITS.**

**INTRODUCTION**

The Department of Corrections and Rehabilitation, Corrections Program Service, Food Service Branch, is soliciting bids to procure a contract for MONTHLY PEST CONTROL SERVICE for the agency's (8) eight facilities, located on all major islands. The contract will be for a period of twenty-four (24) months, which may be extended beyond the original expiration date for an additional two (2), twelve (12) month periods.

**OFFERS**

**Offerors must submit bids electronically on HlePRO by Wednesday, May 20, 2026 2:00pm (HST)**

Award will be made to the lowest, responsive, responsible offer. The offeror must be HCE compliant at the time of the award and for final payment to be made. For information on the HCE, please refer to the website at [vendors.ehawaii.gov/hce](https://vendors.ehawaii.gov/hce)

All bidders must download Attachment B, "Bid Worksheet" excel worksheet, input pricing in "Monthly Cost (Flat Rate)" column, "Save" the document, and attach when submitting your offer. Failure to complete and submit the attachment will result in disqualification of bid.

**AWARD**

**The date of the award will be Friday, May 22, 2026 at 12:00 AM (HST).**

1. SCOPE OF WORK

- a. The CONTRACTOR shall furnish all necessary labor, materials, tools and equipment to provide pest control and treatment services for the Department of Corrections and Rehabilitation, Food Service Units. Scope shall include services for the prevention and control of common pests including, but not limited to, ants, roaches, rodents, and domestic flies.

i. ROACH CONTROL PROGRAM

1. Provide the following services for Cockroaches (e.g. American, Brown-Banded, German, Surinam).
2. Inspect the FSU facility to locate and record noted Cockroach activity, harborage sites, and conditions conducive to Cockroach activity. Activity and treatment must be documented and printed on the electronic invoice that will be emailed to FSU manager, after every visit.
3. Provide appropriate targeted product applications according to label into cracks, crevices and voids during regular service visits.

b. RODENT PROGRAM

1. Provide the following services for Rodents (e.g. house mice, roof rats, Norway rats, Polynesian rats).
2. Inspect the FSU space to identify signs of Rodent activity, possible entry points and conditions conducive to Rodent activity
3. Exterior Services: Install and maintain Rodent traps and/or Rodent bait stations outside the FSU loading doors, if available, and must be approved. Entire facility perimeter not included.
4. Interior Services: Install and maintain interior Rodent traps suitable for the facility.
5. Inspect, clean and date Rodent bait and trapping equipment during regular service visits. Equipment must be approved before installation.

c. DOMESTIC FLY PROGRAM

1. Provide the following services for Large Flies (e.g. Blow, Bottle, House, Dung).
2. Inspect the FSU space and identify possible sources and entry points.

3. Interior Services: When determined necessary, provide targeted product applications for likely areas where Large Flies may be found. Install an appropriate number of LED Fly Traps. Glue boards must be replaced monthly. Light bulbs must be replaced annually. Must ensure proper recycling of bulbs.
4. Exterior Services: Provide product targeted product applications in FSU dumpster area and FSU entry points.

d. SANITITATION AND STRUCTURAL RECOMMENDATIONS

- i. Each regular service visit must include sanitation and structural inspection of the covered service zones as listed below:

1. Kitchens
2. Kitchen Storage Areas
3. Prep Areas
4. Serving Kitchens
5. Dining Areas (both Staff & Inmate)
6. Kitchen Restrooms
7. Employee Break Area
8. Kitchen Loading Area
9. Slop/Food Waste Area

- ii. Exclusionary Work

1. Reasonable patches and /or repairs to the facility to prevent entry by rodents and/or pests; and/or in agreement with the IFSM, should it be deemed necessary for the Service Technician to perform.

e. COMMUNICATION AND CUSTOMER SERVICE

1. The CONTRACTOR shall call back within 1(one) hour after service call is placed.
2. The CONTRACTOR shall report to the facility within 24 hours or at a day/time mutually agreed upon by IFSM and Service Technician.
3. The CONTRACTOR should have Emergency Services available 24 hours a day, 7 (seven) days a week, 365 days a year.
4. The CONTRACTOR will provide a detailed service report to the IFSM after each service visit. Service report information to include found pest activity, equipment installation, sanitation and/or structural concerns and recommendations. Service reports must be available electronically online or via email.
  - a. Vendor must inform the Food Service Unit Manager of existing sanitation or structural conditions found, which can contribute to Pest activity and infestation.

- b. Service Notes, findings and recommendations shall be included in the service reports and emailed to the Food Service Unit Manager after each visit.
  - c. The CONTRACTOR will service all facilities at each location for a minimum of (1) one designated day per month, indicated in Attachment B, or as needed.
  - d. The CONTRACTOR shall verify service day with the Institutional Food Service Manager (IFSM) at each facility.
  - e. The CONTRACTOR Customer Service shall be available 24 hours a day, 7 (seven) days a week, and 365 days a year.
- f. The CONTRACTOR shall maintain an onsite logbook at each FOOD SERVICE UNIT. The logbook will contain the UNIT's service history and required safety information, including:
  - 1. Copies of service reports
  - 2. CD or hard copies of product labels and Material Safety Data Sheets (MSDS).
  - 3. Printed material or forms required by applicable Federal, State, and local regulations.
  - 4. Other relevant information concerning the services provided in the FOOD SERVICE UNIT.
- g. The CONTRACTOR shall have the capability of bar-code scanning should it be requested. Pest Control equipment placement must include a bar-code. Each bar-code will identify the type of device, device number and location. During regular service visits, the bar-code will be scanned and data collected concerning conditions contributing to Covered Pest activity, approximate numbers and types of Covered Pests, equipment status and date and time of service. Bar-coding may not be required, however, IF requested, the vendor must have the capabilities for this service.
  - 1. If bar-coding is requested, vendor must provide quarterly trend analysis for all properties and must be available upon customer's request. Reports will document program improvements, identify areas in need of improvement and provide data for proactive decision-making.
- h. The CONTRACTOR and IFSM will conduct periodic reviews of the pest management program to ensure the facility's needs are appropriately addressed.
- i. Service should be performed during normal working days, State holidays excluded. The CONTRACTOR shall make prior arrangements with and inform IFSM upon arrival so personnel can be present to verify service. Holidays are listed below for reference.

2026/2027 STATE HOLIDAYS	
Good Friday	Friday, April 3, 2026
Memorial Day	Monday, May 25, 2026
Kamehameha Day	Thursday, June 11, 2026
Independence Day	Friday, July 3, 2026
Statehood Day	Friday, August 21, 2026
Labor Day	Monday, September 7, 2026
General Election Day	Tuesday, November 3, 2026
Veteran's Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday, November 26, 2026
Christmas Day	Friday, December 25, 2026
New Years Day	Friday, January 1, 2027
MLK Day	Monday, January 18, 2027
President's Day	Friday, January 15, 2027
Kuhio Day	Friday, March 26, 2027
Good Friday	Friday, March 26, 2027

2. SERVICE LOCATIONS ARE AS FOLLOWS:

OAHU	LOCATION	POC	PHONE	EMAIL:
HALAWA CORRECTIONAL FACILITY (HCF)	99-902 MOANALUA ROAD, AIEA, HI 96701	LANCE PANUI, IFSM IV	808-485-1894	<a href="mailto:Lance.S.Panui@hawaii.gov">Lance.S.Panui@hawaii.gov</a>
WAIAWA CORRECTIONAL FACILITY (WCF)	94-560 KAMEHAMEHA HIGHWAY, WAIPAHU, HI 96797	ALIKA SCHOLTZ, IFSM III	808-677-6154	<a href="mailto:Alika.A.Scholtz@hawaii.gov">Alika.A.Scholtz@hawaii.gov</a>
OAHU COMMUNITY CORRECTIONAL CENTER (OCCC)	2199 KAMEHAMEHA HIGHWAY, HONOLULU, HI 96819	KILEY TANIOKA, IFSM IV	808-832-1492	<a href="mailto:Kiley.Y.Tanioka@hawaii.gov">Kiley.Y.Tanioka@hawaii.gov</a>
WOMENS COMMUNITY CORRECTIONAL CENTER (WCCC)	42-477 KALANIANAOLE HIGHWAY, KAILUA, HI 96734	TOBY KAAIAI, IFSM III	808-266-9834	<a href="mailto:Toby.H.Kaaijai@hawaii.gov">Toby.H.Kaaijai@hawaii.gov</a>
<b>HAWAII (BIG ISLAND) FACILITIES</b>				
HAWAII COMMUNITY CORRECTIONAL CENTER (HCCC)	3200 KANOELEHUA AVENUE, HILO, HI 96720	SHAYNE SAKAMOTO, IFSM II	808-981-5013	<a href="mailto:Shayne.I.Sakamoto@hawaii.gov">Shayne.I.Sakamoto@hawaii.gov</a>
KULANI CORRECTIONAL FACILITY (KCF)	HC-01 STAINBACK HIGHWAY, HILO, HI 96720	MOKE REYES, IFSM II	808-932-4501	<a href="mailto:Moke.L.Reyes@hawaii.gov">Moke.L.Reyes@hawaii.gov</a>
<b>MAUI FACILITY</b>				
MAUI COMMUNITY CORRECTIONAL CENTER (MCCC)	60 WAIALE DRIVE, WAILUKU, HI 96793	ALAN CABEBE, IFSM II	808-243-5853	<a href="mailto:Alan.J.Cabebe@hawaii.gov">Alan.J.Cabebe@hawaii.gov</a>
<b>KAUAI FACILITY</b>				
KAUAI COMMUNITY CORRECTIONAL CENTER (KCCC)	3-5351 KUHIO HIGHWAY, LIHUE, HI 96766	DANIEL GENEGABUAS, IFSM III	808-241-3637	<a href="mailto:Daniel.I.Genegabuas@hawaii.gov">Daniel.I.Genegabuas@hawaii.gov</a>

### 3. GENERAL

- a. The CONTRACTOR shall familiarize themselves with the location/s of all facilities.
  - 1. If a pre-bid walkthrough is required to assess the premises, please contact buyer to make arrangements. See SECURITY REQUIREMENTS.
- b. The CONTRACTOR is to be licensed to do business in the State of Hawaii and fully insured.
- c. The CONTRACTOR is to be HCE compliant at time of award.
- d. All Service Technicians must be certified in the State of Hawaii and carry a current Pest Control Operator License. Provide a copy of Contractor's license certification of technicians with bid submittal.
- e. The CONTRACTOR shall provide proper precautions to prevent unauthorized personnel in the working areas; and the CONTRACTOR's truck(s) shall not obstruct the free flow of traffic into the area.
- f. The CONTRACTOR shall be responsible for obtaining all Federal, State, and County permits that may be required for the work to be performed.
- g. Poor response to emergency /trouble calls or unsatisfactory performance reported by the facilities may be grounds for terminating the contract upon sixty (60) days' written notice.
- h. No additional compensation shall be allowed to the CONTRACTOR for any scheduled work which may be deferred by the facility due to extraordinary conditions or activities (such as a facility lockdown).

### 4. SECURITY REQUIREMENTS

- a. The CONTRACTOR should be aware that the locations listed above are correctional facilities. All personnel assigned to this contract are required to complete a Form PSD 8320, Vendor Background Check application, and submit it for approval prior to servicing the facility.
- b. The CONTRACTOR's service trucks shall have the company name and/or logo permanently secured to each side of the vehicle and the Service Technician to have a uniform type of apparel for ease of identification during the performance of the work and comply with these security requirements.

### 5. CONTRACT PERIOD

- a. The initial contract shall commence on **May 25, 2026, and end on May 24, 2028.** Unless terminated, the contract may be extended without rebidding for another two (2) additional twelve (12)-month periods. Provided that the contract price for the extended period shall remain the same or on a price mutually agreed upon in writing by the CONTRACTOR and BUYER 30 (thirty) days before contract expiration.

