

HVAC SPECIFICATION FOR PREVENTIVE and REACTIVE MAINTENANCE

I. PURPOSE

The purpose of this Invitation for Bids (IFB) is to provide a quote for heating, ventilation, and air conditioning (HVAC) preventative and reactive maintenance services for all Women's Community Correctional Center (WCCC) units throughout the facility located at:

42-477 Kalaniana'ole Highway
Kailua, HI 96734

The Women's Community Correctional Center (WCCC) is under the Hawaii Department of Corrections and Rehabilitation for the State of Hawaii.

II. SCOPE OF WORK

The qualified Vendor shall execute the tasks provided below, which include system maintenance and the provision of both preventive and reactive maintenance services in multiple buildings. Vendor must meet or exceed all specifications.

- A. Equipment maintenance and onsite support for HVAC equipment with 24/7 coverage, including holidays.
- B. The Vendor must be able to respond to emergency service calls within one (1) hour from receipt of call. If a site visit is required, the Vendor must be on premises within two (2) hours of the emergency request.
- C. The Vendor shall clean up all areas affected by maintenance services and repairs rendered, including removal of water, dust, parts, and trash.
- D. Any damage resulting from maintenance work performed by Vendor shall be repaired by the Vendor at no cost to WCCC.
- E. Parts, Materials, and Warranty:
 - 1. Prior to installation of new parts, the Vendor shall notify WCCC of all parts or materials to be replaced or repaired.
 - 2. New equipment and/or parts shall not be substituted without a written proposal and signed WCCC approval.
 - 3. The Vendor shall submit a written warranty for replacement of any integral equipment parts listed herein, including but not limited to air handlers, compressors, fan motors, and related components, as guaranteed by the manufacturer. The warranty shall identify the warranty period, installation date, make, model number, serial number, and equipment location.

F. Services shall include manufacturer-recommended monthly, quarterly, and annual inspection and preventive maintenance for all WCCC air conditioning units throughout the facility, including the interior and exterior units. Preventive maintenance services under this section shall include routine inspections, cleaning, adjustment, lubrication, and minor replacement of consumable components such as filters, belts, and other manufacturer-designated wear items necessary to maintain normal operation as intended by the manufacturer. Any corrective repair work, parts replacement beyond routine maintenance, or system restoration shall require prior written approval in accordance with Section G. The following activities shall be included in the cost unless otherwise indicated as customer-furnished materials:

1. Inspect air filters and replace them as necessary to maintain proper airflow and indoor air quality.
2. Inspect, blow out, and clean condensate drain lines and pans; remove clogs and standing water to ensure proper drainage flow and prevent overflow, buildup, blockage, and microbial growth. Apply anti-slime tablets as needed.
3. Inspect, maintain, adjust, and replace worn or frayed belts, pulleys, and drive components.
4. Inspect all units and associated piping for leaks.
 - a. Apply self-rinsing coil cleaner and Bio-Fresh anti-mold and antibacterial treatment to fan coil units and evaporator coils.
5. Brush and clean condenser coils to maintain system efficiency.
6. Test refrigeration cooling performance using service gauges to verify system operation.
7. Inspect compressors and associated refrigeration components for oil and refrigerant leaks and overall condition; verify compressor oil levels; and report any leaks, low refrigerant conditions, or abnormal operating conditions immediately. Oil top-off shall be included as part of the preventive maintenance. Refrigerant recharge shall require prior written approvals unless necessary to prevent imminent system failure or equipment damage, in which case the Vendor shall notify WCCC immediately.
8. Inspect air ducts, vents, AC control panels to verify proper airflow, air pressure, and overall system operation.
9. Inspect for damaged insulation or missing coverings that may result in condensation and ceiling damage.
10. Inspect ductwork for dust, mold, or debris accumulation.
11. Test and record voltage and amperage readings for all motors using appropriate meters.
12. Inspect contactors, relays, and associated electrical components serving compressors to verify proper operation and overall condition.
13. Inspect air-cooled condenser fans for wear, damage, and proper operation; replace consumable components necessary to maintain normal operation.
14. Inspect all wiring and electrical components for wear, damage, or unsafe conditions.
15. Lubricate mechanical moving components as required by manufacturer specifications to ensure proper operation.
16. Inspect and test thermostats and control systems to ensure proper calibration and temperature settings.
17. Inspect fan blades for wear, damage, alignment, and cleanliness.

- G. Air conditioning repairs shall be performed only upon approval of a mutually agreed upon proposal.
 - 1. Depending on how critical the need for replacement or repair work, the Vendor shall notify WCCC in writing (in the form of a quote or proposal or via email), or verbally (in person or over the phone due to time constraints and severity) stating the problem(s), issue(s) at hand and solution(s). For non-urgent repair-work, a written proposal must be submitted. WCCC has the right to question or reject the proposal and/or secure a second opinion.
- H. Vendor must furnish documented reports of all inspections, services, and tests completed along with any deficiencies found which may require corrective action.
 - 1. Vendor shall submit all documented reports in electronic form to the Institutional Facilities Superintendent at chacity.kalawe@hawaii.gov and Office Assistant at christine.h.lau@hawaii.gov.
- I. Awarded job cannot be changed without a written and signed WCCC approval. The awarded job is intended to be turnkey with no change orders after the award.

III. AREAS OF WORK

Administration Offices	Lobby	Watch Commander
Ahiki Cottage	Maunawili Cottage	
Hookipa Cottage	Olomana Cottage	
Intake	Operations Trailer	
Kaala Cottage	Pakui Cottage	

IV. OTHER REQUIREMENTS

- A. Vendor must meet all qualification requirements at the time of bid submission to be eligible for award under this solicitation.
- B. Vendors are required to comply with all applicable state and federal statutes.
- C. Vendor shall provide a monthly preventative maintenance agreement that includes all goods and services required under the specifications set forth in the scope of work.
- D. Proof of Hawaii Compliance Express (HCE) compliance dated at the time of bid submission.
- E. Proof of licensing compliance. Awarded Vendor shall maintain all required licenses throughout the term of contract for all appropriate HVAC trades.
- F. Evidence that the Vendor has at least five (5) consecutive years of experience in HVAC maintenance services of similar size and scope.
- G. Three (3) current references from clients the Vendor is actively providing HVAC preventive services to.

- H. Vendor is required to perform a site inspection prior to submitting a bid. No exceptions will be permitted unless the vendor has completed a site inspection within 60 days prior to the date of this posting.
1. Site inspection will be on Monday, June 8, 2026 at 8:00 am.
 2. Vendor employees must pass a security background clearance prior to entry to the facility. Full name, date of birth, and social security numbers, must be submitted in advance for clearance processing and will be handled with all applicable identity theft laws and regulations. Vendors and their employees will not be permitted to bid, access, or enter the facility without prior security clearance approval. Refer to the attached Background Check Application and Consent to Search forms.
 - Email Background Check Application and Consent to Search Forms to Lydia.r.collins@hawaii.gov and Christine.h.lau@hawaii.gov no later than Tuesday, 06/02/2025 at 5:00 pm.
- I. The total quoted amount shall be the all-inclusive cost, including all applicable materials, labor, fees, and taxes, as specified in this two (2) year solicitation.
1. WCCC is not responsible for and shall not pay overtime pay resulting from the awarded Vendors scheduling or staff.
 2. Vendor shall provide an itemized listing attached to the final bid/offer for each area to be serviced.
 - a. Administration Offices
 - b. Ahiki Cottages
 - c. Hookipa Cottage
 - d. Intake
 - e. Kaala Cottage
 - f. Lobby
 - g. Maunawili Cottage
 - h. Olomana Cottage
 - i. Operations Trailer
 - j. Pakui Cottage
 - k. Watch Commander
- J. Awarded Vendor shall provide a certificate of insurance that lists Women's Community Correctional Center as an additional insured.
- K. All bids including attachments must be submitted on the HiePRO by the deadline.
1. Attachments must include:
 - a. The Vendors proposed monthly preventative maintenance agreement.
 - b. The Vendors total itemized quote.
 - c. Proof of HCE compliance.
 - d. Proof of valid license(s).
 - e. Five (5) consecutive years HVAC experience.
 - f. Three (3) current references

V. BILLING AND INVOICING

- A. The awarded Vendor shall be able to accept State purchase orders and checks as payment.
- B. The awarded Vendor shall submit monthly invoices to WCCC in a timely manner, unless an alternative submission schedule has been approved by the State.
- C. The awarded Vendor shall provide WCCC with confirmation of work completion and an invoice detailing work performed for each monthly preventative maintenance service.
- D. The Vendor shall submit invoices electronically as attachments and email them to the Business Services Supervisor, Kristen.m.kennedy@hawaii.gov.
- E. The Vendor shall submit hardcopy invoices via mail to the following address:

Women's Community Correctional Center
42-477 Kalaniana'ole Hwy
Kailua, HI 96734
Attention: Kristen Kennedy, Business Services Supervisor
- F. Pursuant to Section 103-10, Hawaii Revised Statutes (HRS), the State shall have thirty (30) calendar days after receipt of the invoice and satisfactory completion of the deliverable, to make payment. For this reason, the State will reject any offer submitted with a condition requiring payment within a shorter period. Further, the State will reject any quote submitted with a condition requiring interest payments greater than the allowed by Section 103-10, HRS, as amended.
- G. The State will not recognize any requirement established by the Vendor and communicated to the State after award of the contract, which requires payment within a shorter period or interest payment not in conformance with statute.

VI. BASIS OF AWARD

The award shall be based on the following factors:

- A. The qualified bidder that submits the lowest responsive and responsible bid that meets the minimum requirements of Section IV, OTHER REQUIREMENTS; and
- B. Whose services best meet the requirements and specifications set forth in Section II, SCOPE OF WORK.

The Women's Community Correctional Center reserves the right to award the bidder whose offer provides the best value to the State of Hawaii, which may not necessarily be the lowest cost.

VII. DISQUALIFICATIONS

The State may disqualify any Vendor that fails to submit any required minimum requirements or comply with the instructions set forth in Section IV, including required forms, attachments, and bid submission requirements.

The State may also disqualify any Vendor determined, based on documented evidence, to be unable to perform the required services in accordance with the specifications and standards set forth in this solicitation.

VIII. CANCELLATION OF SOLICITATION

The State reserves the right to cancel this solicitation without liability at any time in the event funding becomes unavailable.

IX. TIME AND DELIVERABLES

The initial performance period for this agreement shall be two (2) years. Services shall commence on July 1, 2026, and continue through June 30, 2028, in accordance with the Vendor's submitted preventative maintenance plan and requirements set forth in this Scope of Work.

Upon mutual agreement between WCCC and the awarded Vendor, the agreement may be extended for up to three (3) additional terms of two (2) years each.

Pricing for any optional extension periods shall remain firm and unchanged from the original contract pricing unless otherwise approved in writing by WCCC.

X. QUESTIONS

Please contact our Institutional Facility Supervisor, Chasity Kalawe at chasity.kalawe@hawaii.gov and christine.h.lau@hawaii.gov with any questions.