HYCF is seeking a Janitorial Vendor to provide basic cleaning of various areas and buildings throughout our campus. Below is a list of areas and cleaning duties needed. All interested vendors should contact HYCF for a site visit prior to submitting a bid. No bids will be accepted from vendors that have not completed a site visit. Vendors must be in compliance with HCE and provide proof of insurance covering employees.

General Cleaning includes sweep, mop with disinfectant, clean/disinfect door handles and frequently touched areas, wipe windows with glass cleaner in general areas of building 1 (lobby door, sally ports, visiting rooms 1 & 2, interview room, and FCLB room), empty trash and replace trash liners if trash can is soiled with food waste. Empty trash in Facility trash bins outside of building 1. Empty shredder bin and replace shredder bin liner in Admin Office (when needed).

Restroom Cleaning includes, sweep, mop with disinfectant, empty trash, clean/disinfect door handles and faucet/knobs, clean/scrub toilets and sinks with provided cleaners and pumice stones, replenish paper towels, toilet paper, and refill soap dispenser (if applicable).

Building #1 – Secure Custody Facility

Visitor Lobby (3X week)

a. Clean Restroom
b. General Cleaning wipe windows

Sally Ports – 2 (3X week)

General Cleaning wipe windows

Central Control (3X week)

a. General Cleaning
b. Clean Restrooms

Common area floors (3X week)

General Cleaning wipe windows

Staff mail room (3X week)

General Cleaning

Medical Unit (3X week)

a. Common Area – General Cleaning
b. Exam Room – General Cleaning
c. Nurses' and HCSS' area – General Cleaning
d. Clean Restroom

Holding Units (*1X week or 3X week if occupied*)

a. 2 Cells & hallway - General Cleaning
b. 2 Restrooms - Clean Restrooms (as needed)
c. 1 shower (as needed)

Interview Room & Visiting Rooms 1 & 2 (3X week)

General Cleaning wipe windows

FCLB Room (3x week)

General Cleaning

Administration Office (3X week)

General Cleaning

a. Conference Room also clean sink and replenish paper towels
b. YFA Office
c. DYFA Office
d. JPA Office
e. BSS Office
f. File Room empty shredder bin and replace liner when needed

Staff Lounge (3x week)

General Cleaning

IFS Office *(1x week – Wednesdays)*

Clean Restroom
General Cleaning

Building #2 – Farm (1X week -Wednesdays)

Clean Restroom

Building #5 – TOPS (3X week)

Clean Restroom

General Cleaning

Building #10 – Storeroom (1X week - Wednesdays)

Clean Restroom

Building #11 – Maintenance (3X week)

a. Clean Outer Restroom (1)
b. Clean Inside Restrooms (2)
c. Sweep/Mop Hallway Floor Only

Maintain Janitorial Supply Room

a. Keep supply room stocked, let BSS or staff know when running low on items.

Contracted employees would need to attend a ½ day training with our Facility Trainer (PREA and Volunteer/Contractor Training)

Contracted days would be Mondays, Wednesdays, and Fridays. If a holiday falls on a scheduled day, another day will be scheduled (Tue or Thurs).

HYCF will provide all cleaning supplies (tools, material, products).

Hawaii Youth Correctional Facility
42-470 Kalanianaole Highway, Kailua, Hawaii 96734

