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HONOLULU, HAWAII 96817

IN REPLY PLEASE REFER TO:
16:CPO/038

February 18, 2016

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Invitation for Bids No. PMB-2016-01, Addendum No. 1
Custodial Services at the Hawaii Public Housing Authority Central Offices
on the Island of Oahu

This Addendum No. 1 is to: 1) provide response to written questions received at the Pre-Bid Conference conducted by the Hawaii Public Housing Authority (HPHA) on February 11, 2016, up until February 12, 2016; 2) amend the IFB; 3) replace the Bid Offer Form; and 4) provide clarifications to the IFB as follows:

Part I – Written Questions and Responses:

No written questions were received.

Part II – Amendments to the IFB:

1. Paragraph A. Forms/Formats on page 3 under Section 1, Administrative Overview of the IFB is hereby amended to read as follows:

“A. Forms/Formats. The Bid Offer Form is attached in Section 5 of this IFB. See Attachment 2.”

Note that the second paragraph under Paragraph A with reference to the U.S. Department of Housing and Urban Development forms is deleted in its entirety.

2. Paragraph XVII. Mistakes in Bids on page 7 under Section 1, Administrative Overview of the IFB shall be amended to read as follows:

“XVII. Mistakes in Bids

While bidders are bound by their bids, circumstances may arise where a correction or withdrawal of bids is proper. An obvious mistake in a bid

may be corrected or withdrawn, or waived by the HPHA to the extent that it is not contrary to the best interest of the STATE or to the fair treatment of other bidders. Mistakes in bids shall be handled in accordance with section 3-122, HAR.”

3. Subparagraph 1. of Paragraph II.A. Qualifying requirements on page 14 under Section 2. Specifications of the IFB is hereby amended to read as follows:

“1. The Successful Bidder shall comply with chapter 103D, HRS, Cost Principles for Purchase of Goods and Services.”

4. Subparagraph 10. Section 3 of the U.S. Housing Act of 1968 of Paragraph II.A. Qualifying requirements on pages 19 and 20 under Section 2. Specifications of the IFB is hereby deleted in its entirety.

5. Subparagraph 7d. on page 30 under Paragraph A. Services Activities, Section 2, Specifications of the IFB is hereby amended to read as follows:

“d. Clean the inside and outside of all exterior building windows, **inclusive of screens on the windows as applicable.**”

6. Subparagraph 3e. on page 37 under Paragraph B. Management Requirements & Qualification (Minimum requirements), Section 2, Specifications of the IFB is hereby deleted in its entirety and replaced with the following:

“e. Invoice for the month of June shall be submitted to the HPHA by the 20th of June for work performed for the period from June 1st to June 15th for payment processing in order to comply with the HPHA’s fiscal year-end close out processes. For work performed for the period from June 16th to June 30th, the invoice shall be submitted to the HPHA not later than July 15th for payment processing.”

7. Paragraph II. HUD Forms on pages 42 and 43 under Section 3, Bid Offer Form and Instructions of the IFB is hereby deleted in its entirety. As such, the following attachments are also deleted in its entirety:

- (1) Attachment 10 – General Conditions, Federal Form HUD 5370-C is hereby deleted in its entirety.

- (2) Attachment 11 – Instructions to Offerors, Form HUD 5369-B

- (3) Attachment 12 – Certification and Representations of Offerors, Form HUD 5369-C is hereby deleted in its entirety. As such, submission of Form HUD 5369-C is no longer required as part of the bid offer.

8. The titles listed for Attachment 13, 14, 15, and 16 in Section 5 Attachments section of the IFB on page 46 should read as follows:

- “13. Janitor & Janitor Supervisor Class Specifications and Minimum Qualifications.
14. Bargaining Unit 1 Salary Schedules – Janitor
15. Bargaining Unit 2 Salary Schedules – Janitor Supervisor
16. Property Map”

9. Attachment 2a – Bid Offer Form (Revised 2/18/2016) attached hereby replaces Attachment 2 – Bid Offer Form. Bidders shall use the Attachment 2a – Bid Offer Form (Revised 2/18/2016) in order to be considered responsive. **Bid offers submitted using Attachment 2 may be rejected.**

10. All other terms and conditions of the IFB shall remain the same.

Part III – Clarifications:

The following information is provided for clarification purposes:

1. The ceramic tile floors in some of the buildings/trailers are currently being waxed. The ceramic tile floors are required to be stripped and sealed using appropriate sealants on a quarterly basis; waxing is no longer required/acceptable.
2. Only the air conditioning vents in Buildings A and E are required to be vacuumed and cleaned as a monthly cleaning task, all other air conditioning units will not require cleaning service.
3. The light fixtures and windows on the inside wall of the public waiting/reception area in Building A, School Street side of the building are considered interior windows and light fixtures, cleaning schedule shall be weekly for the interior windows and quarterly for the light fixtures.

If you have any questions, please contact Ms. Tammie Wong, IFB Coordinator, at (808) 832-6090. Thank you.



IFB-PMB-2016-01
SEALED BID OFFER

Hawaii Public Housing Authority
Contract and Procurement Office
1002 North School Street, Bldg. D
Honolulu, Hawaii 96817

Dear IFB Coordinator:

The undersigned has carefully read and understands the terms and conditions specified in the Sealed Invitation for Bids, Specifications and the General Conditions by reference made a part of this Bid and hereby submits the following offer to perform the work specified.

That the undersigned further understands and agrees that by submitting this Sealed Bid Offer, 1) it is declaring its Bid Offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) it is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Date: _____

Respectfully submitted,

Telephone No.: _____

Fax No.: _____

Authorized Signature (Original)

Remittance address, if different from business address:

Printed Name and Title

Legal Name of Bidder

Hawaii General Excise Tax License
I.D. No.: _____

Business Address

Federal Tax I.D. No. or Social Security No.:

City, State, Zip Code

Bidder is: Individual Partnership Corporation Joint Venture

State of Incorporation: Hawaii *Other: _____

*If "other", is corporate seal available in Hawaii? Yes No

Bidder Name: _____

Bidder must complete the following items:

1. How many people will be required to provide the specified services each day?

_____ people / day

2. How many hours will be required to provide the daily services each day?

_____ hours

3. How many hours will be required to provide the weekly services?

_____ hours

4. How many hours will be required to provide the monthly services?

_____ hours

5. How many hours will be required to provide the quarterly services?

_____ hours

6. How many hours will be required to provide the semi-annual services?

_____ hours

7. Indicate the number of people that will be working under this Contract by category:

Owners _____

Employees (Paid) _____

Non-Paid Personnel* _____

*If using non-paid personnel, please specify their relationship to bidder/bidder's company:

Bidder Name: _____

8. Provide the history of the bidder's experience in the provision of custodial services of similar engagements in the United States. Include the number of years of experience: (Attach separate pages if necessary).

9. Provide the names and address of companies or government agencies in which the bidder has provided or is currently providing custodial services as mentioned in Question 1 above along with the dates of services.

Company or Agency	Contact Person	Telephone No.	Dates of Service

10. Insurance coverage to be provided by:

Insurance Type	Provider	Agent Name	Agent Phone No.
General Commercial Liability			
Automobile			
Workers Compensation			

**IFB-PMB-2016-01
 Bid Offer Form
 Bid Price Summary**

Bidder: _____

Performance Period	Total Bid Price¹
Initial 12-Month Period (May 1, 2016 - April 30, 2017)	\$
6-Month Option Period (May 1, 2017 - October 31, 2017)	\$
Grand Total Bid Price²	\$

¹ The Total Bid Price amounts should be the same as the corresponding Total Bid Price amounts in the subsequent pages of the Bid Offer Form. Should there be a discrepancy between the amounts, the HPHA shall verify the Total Bid Price amounts calculated based on unit bid prices submitted under each performance period and use the most accurate Total Bid Price amounts as the Bid Offer.

² The Grand Total Bid Price is the sum of the Total Bid Prices for the Initial 12-Month Period and the 6-Month Option Period.

Award shall be made to the responsive and responsible bidder submitting the lowest Grand Total Bid Price.

Bidders are strongly encouraged to double check Bid Offer Form calculations for accuracy.

IFB PMB-2016-01
Bid Offer Form

Bidder: _____

Initial 12-Month Period (May 1, 2016 - April 30, 2017):

Building / Trailer	Daily, Weekly, and Monthly Custodial Services			Quarterly Custodial Services			Semi-Annual Custodial Services			Sub-Total Bid Price for Initial 12-Month Period (J) = (C) + (F) + (I)
	Unit Bid Price (Per Month) (A)	Quantity (B)	Bid Price (C)	Unit Bid Price (Per Cleaning) (D)	Quantity (E)	Bid Price (F)	Unit Bid Price (Per Cleaning) (G)	Quantity (H)	Bid Price (I)	
A	x	12	=	x	4	=	x	2	=	\$
B	x	12	=	x	4	=	x	2	=	\$
C	x	12	=	x	4	=	x	2	=	\$
D	x	12	=	x	4	=	x	2	=	\$
D1	x	12	=	x	4	=	x	2	=	\$
E	x	12	=	x	4	=	x	2	=	\$
F	x	12	=	x	4	=	x	2	=	\$
G	x	12	=	x	4	=	x	2	=	\$
H	x	12	=	x	4	=	x	2	=	\$
J	x	12	=	x	4	=	x	2	=	\$
L	x	12	=	x	4	=	x	2	=	\$
M	x	12	=	x	4	=	x	2	=	\$
Total Bid Price* for Initial 12-Month Period: \$										

* Total Bid Price = sum all of Sub-Total Bid Prices for all buildings / trailers.

IFB-PMB-2016-01
Bid Offer Form

Bidder: _____

6-Month Option Period (May 1, 2017 - Oct. 31, 2017):

Building / Trailer	Daily, Weekly, and Monthly Custodial Services			Quarterly Custodial Services			Semi-Annual Custodial Services			Sub-Total Bid Price for 6-Month Option Period (J) = (C) + (F) + (I)
	Unit Bid Price (Per Month) (A)	Quantity (B)	Bid Price (C)	Unit Bid Price (Per Cleaning) (D)	Quantity (E)	Bid Price (F)	Unit Bid Price (Per Cleaning) (G)	Quantity (H)	Bid Price (I)	
A	x	6	=	x	2	=	x	1	=	\$
B	x	6	=	x	2	=	x	1	=	\$
C	x	6	=	x	2	=	x	1	=	\$
D	x	6	=	x	2	=	x	1	=	\$
D1	x	6	=	x	2	=	x	1	=	\$
E	x	6	=	x	2	=	x	1	=	\$
F	x	6	=	x	2	=	x	1	=	\$
G	x	6	=	x	2	=	x	1	=	\$
H	x	6	=	x	2	=	x	1	=	\$
J	x	6	=	x	2	=	x	1	=	\$
L	x	6	=	x	2	=	x	1	=	\$
M	x	6	=	x	2	=	x	1	=	\$

Total Bid Price* for 6-Month Option Period: \$

* Total Bid Price = sum all of Sub-Total Bid Prices for all buildings / trailers.