

DAVID Y. IGE  
GOVERNOR



HAKIM OUANSFI  
EXECUTIVE DIRECTOR

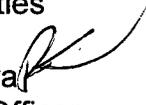
BARBARA E. ARASHIRO  
EXECUTIVE ASSISTANT

**STATE OF HAWAII**  
HAWAII PUBLIC HOUSING AUTHORITY  
1002 NORTH SCHOOL STREET  
POST OFFICE BOX 17907  
HONOLULU, HAWAII 96817

IN REPLY PLEASE REFER TO:  
20:CPO/420

October 8, 2020

TO: Interested Parties

FROM: Rick T. Sogawa   
Procurement Officer

SUBJECT: Invitation for Bids No. PMB-2020-38, Addendum No. 3  
Custodial Services at the Hawaii Public Housing Authority Administrative  
Offices on Oahu

This Addendum No. 3 is to: 1) issue the minutes to the Pre-Bid Teleconference conducted on October 1, 2020; 2) amend the Bid Offer Form; and 3) provide clarification to the type of floor and square footage for each building/trailer as follows:

**Part I – Pre-Bid Teleconference Meeting Minutes**

See attached Exhibit 1.

**Part II – Amendments to the IFB:**

Attachment 2b (Rev. 10/7/2020) – Bid Offer Form is hereby deleted in its entirety and replaced with the attached Attachment 2b (Rev. 10/8/2020) – Bid Offer Form to reflect pricing information required for On-Call Carpet Cleaning Services at Trailer J as Trailer J has carpeted office space.

Bidders shall submit bid offers using Attachment 2b. Bid offers submitted using Attachment 2 or Attachment 2a shall be deemed non-responsive and shall be rejected.

**Part III – Clarifications:**

Estimated square footage for each Building/Trailer and the type of flooring is provided below for clarification purposes:

| Building/Trailer | Estimated Square Footage |                  |                    |                | Total  |
|------------------|--------------------------|------------------|--------------------|----------------|--------|
|                  | Carpeted Floor           | Vinyl Tile Floor | Ceramic Tile Floor | Concrete Floor |        |
| A                | 6,086                    | 511              | 253                | 0              | 6,850  |
| B                | 1,585                    | 65               | 0                  | 0              | 1,650  |
| C                | 2,652                    | 148              | 0                  | 0              | 2,800  |
| D                | 1,378                    | 1,360            | 79                 | 2,283          | 5,100  |
| D1               | 0                        | 0                | 0                  | 225            | 225    |
| E                | 4,225                    | 318              | 407                | 0              | 4,950  |
| F1               | 0                        | 72               | 0                  | 0              | 72     |
| G                | 1,497                    | 215              | 0                  | 0              | 1,712  |
| H                | 0                        | 1,485            |                    | 0              | 1,485  |
| J                | 200                      | 1,016            | 0                  | 0              | 1,216  |
| L                | 0                        | 1,680            | 0                  | 0              | 1,680  |
| M                | 2,592                    | 308              | 0                  | 0              | 2,900  |
| Total            | 20,215                   | 7,178            | 739                | 2,508          | 30,640 |

If you have any questions, please contact Ms. Tammie Wong, IFB Coordinator, at 832-6071. Thank you.



**Pre-Bid Teleconference**  
IFB PMB-2020-38  
Custodial Services at the HPHA Administrative Offices on Oahu

October 1, 2020  
3:30 pm

**I. Welcome**

Introduction of HPHA Staff and roles:

1. Rick Sogawa – Procurement Officer, oversees the procurement process and to ensure that we adhere to procurement rules and policies.
2. Tammie Wong – Contract Specialist, conducts the procurement and is the main point of contact for this procurement.
3. Rena Turman – Property Management Specialist from PMMSB, will serve as the Contract Administrator and will be responsible for contract monitoring, changes and questions on the contract.

**II. Section 1 – Administrative Overview**

**A. Procurement Timeline**

- 10/1/2020 - Pre-Bid Teleconference & Virtual Site Inspection
- 10/5/2020 by 4PM - Written Questions Due to the HPHA
- 10/7/2020 - Written Responses Due from the HPHA via issuance of Addendum to IFB
- 10/12/2020 10:00 a.m. - Bid Submittal Deadline; bids shall be sealed and identified with the IFB No., company name, business address, phone number and address it to IFB Coordinator.
- 10/12/2020 @ 10:15 a.m. - Public Bid Opening
- October 2020 - Notice of Award
- October 2020 - Contract Execution
- November 1, 2020 - Contract start date

**B. Wage and Labor Law Compliance Certification in accordance with section 103-55, HRS**

**C. Obvious mistakes in bids may be corrected, withdrawn, or waived by the HPHA pursuant to section 3-122, HAR, to the extent that it is not contrary to the best interest of the HPHA or to the fair treatment of other bidders.**

**D. The HPHA reserves the right to consider as acceptable only bids submitted in accordance with all requirements set forth in the IFB and demonstrate an understanding of the service specifications.**

**E. An award shall be to the responsive and responsible bidder submitting the lowest Grand Total Bid price on the Bid Offer Form.**

1. Awardee required to enter into formal written contract with the HPHA; Attachments 3 – 9 – Sample Contract.

F. Actual/prospective bidder may protest the solicitation or award of services only for a serious violation of procurement policies and operational procedures; Protests shall be submitted in writing within 5 business days after the posting of an award.

### III. Section 2 – Specifications

A. Service area includes the HPHA Admin Offices, total of 12 buildings/trailers; Attachment 13 - Property Map.

B. Qualifying Requirements

1. Demonstrate compliance with Federal and State laws (IRS, Dept. of Taxation, DCCA, DLIR); Hawaii Compliance Express Certificate of Vendor Compliance.

2. Fidelity Bond minimum of \$500,000; submit certificate of coverage within 30 days from award of the contract and keep coverage in effect during the entire term of the Contract period.

3. Insurance Requirements

a. General Liability: \$2 mil combined single limit per occurrence for bodily and property damage;

b. Auto Liability: \$1 mil bodily injury per person, \$1 mil bodily injury per accident, and \$1 mil property damage per accident OR combined single limit of \$2 mil; and

c. Workers Compensation: limits as required by applicable State laws.

d. Submit the valid certificate(s) of insurance as evidence of insurance within 15 days after award of the Contract and keep this coverage in effect during the entire term of the Contract period.

4. Permanent business office in the State where he/she conducts business.

C. A single contract will be awarded. Max contract term of 36 months; options to extend shall be executed at the sole discretion of the HPHA and subject to performance evaluations.

D. Statutory requirements of section 103-55, HRS

Work to be performed under the resulting contract is similar to the State janitor I and Janitor Supervisor I position classifications under Bargaining Units 1 and 2.

The Successful Bidder shall be required to pay their employees at the current prevailing State wage rate as posted by DHRD. Hourly rates provided in Attachments 11 and 12 and on DHRD website.

Attachment 10 includes class specifications and minimum qualifications for the janitor and janitor supervisor positions.

- E. Bidders shall provide an all-inclusive unit bid price for each service listed on the Bid Offer Form for the initial 12-month period and the 2 option year periods.
- F. HPHA will only consider requests for increases as a result of wage increases to public officers and employees during the contract period or any subsequent option period that are not currently published by DHRD.
- G. Provide work schedule for daily, weekly, monthly, quarterly, and semi-annual service to the HPHA Contract Administrator within 2 weeks of contract start date.
- H. Scope of work for daily services, weekly services, quarterly services, semi-annual services.
- I. As needed On-Call Carpet Cleaning Services shall be scheduled and completed within 2 weeks of the HPHA's request for services.
- J. Successful Bidder shall furnish all labor, cleaning equipment, cleaning supplies and materials, and supervision to satisfactorily perform services.
- K. HPHA to provide designated storage space for Successful Bidder's cleaning equipment, cleaning supplies and materials.
- L. HPHA shall furnish toilet tissues, hand towels, liquid soap, toilet seat covers, and plastic bags. It shall be the responsibility of the Successful Bidder to replenish these supplies into the proper receptacles or fixtures.
- M. Compliance with Occupational Safety and Health Act
- N. Successful Bidder shall:
  - 1. Re-execute any work that fails to conform to the requirements of the resulting Contract as determined by the Contractor within 48 hours.
  - 2. Ensure employees possess and wear picture identification tags with the Successful Bidder's name or the Successful Bidder's apparel.
  - 3. Be responsible for the securing offices and maintain confidentiality of documents viewed/information gather while services are performed.
  - 4. Adhere to HPHA protocols on the COVID-19 pandemic.

- O. Management requirements and minimum qualifications of personnel.
- P. The HPHA shall have 30 calendar days after receipt of a proper invoice and satisfactory delivery of services to make the payment.
- Q. Ongoing performance monitoring performed by the Contract Administrator or his designated representative.
- R. If the Successful Bidder fails, refuses, or neglects to perform the services in accordance with the IFB requirements, the HPHA reserves the right to purchase in the open market, a corresponding quantity of services, and deduct from the Successful Bidder the costs from any monies due or that may thereafter become due to the Successful Bidder.

**IV. Section 3 – Bid Offer Form and Instructions**

- A. Bid offers shall be submitted using the Bid Offer Form (Attachment 2); original signature required.
- B. Bid Submittal Checklist (Attachment 15)

**V. Section 4 – Bid Evaluation and Award**

- A. Award shall be made to the responsible and responsive bidder submitting the lowest Grand Total Bid Price on the Bid Offer Form. The Grand Total Bid Price is the sum of all service items for the initial 12-month period and the two option year periods.
- B. Bidders are required to submit a bid price for all services listed.

**VI. Section 5 – Attachments**

**VII. Remote Site Inspection of the Buildings/Trailers**

IFB-PMB-2020-38  
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.: \_\_\_\_\_

\_\_\_\_\_  
Legal Name of Bidder (Company Name)

Remittance address, if different from business address:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature (Original)

\_\_\_\_\_  
Printed Name and Title of Authorized Signer

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 (Company 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 semi-annual services?

\_\_\_\_\_ hours

6. 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/company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bidder (Company Name): \_\_\_\_\_

7. 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).

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8. 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 |
|-------------------|----------------|---------------|------------------|
|                   |                |               |                  |
|                   |                |               |                  |
|                   |                |               |                  |

9. Insurance coverage to be provided by:

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

IFB PMB-2020-38  
Bid Offer Form

Bidder (Company Name): \_\_\_\_\_

| Performance Period      | Total Bid Price <sup>1</sup> | Total Contract Price <sup>1</sup> |
|-------------------------|------------------------------|-----------------------------------|
| Initial 12-Month Period | \$                           | \$                                |
| Option Year 1           | \$                           | \$                                |
| Option Year 2           | \$                           | \$                                |

Grand Total Bid Price:<sup>2</sup> \$ \_\_\_\_\_

Grand Total Contract Price:<sup>3</sup> \$ \_\_\_\_\_

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

<sup>2</sup> The Grand Total Bid Price is the sum of the Total Bid Prices for the Initial 12-Month Period, Option Year 1 and Option Year 2; **The Grand Total Bid Price is used for bid evaluation and award purposes only.**

<sup>3</sup> The Grand Total Contract Price is the sum of the Total Contract Prices for the Initial 12-Month Period, Option Year 1 and Option Year 2; **The Grand Total Contract Price is the award amount for the maximum contract term of 36 months.** On-Call Carpet Cleaning services will not be part of the contract and will be paid through other means such as a State Purchase Order should the need for the service arises.

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-2020-38  
Bid Offer Form

Bidder (Company Name): \_\_\_\_\_

Initial 12-Month Period: \_\_\_\_\_

| Building / Trailer  | Daily, Weekly, and Monthly Custodial Services |         |               | Quarterly Custodial Services |         |               | Semi-Annual Custodial Services    |         |               | On-Call Carpet Cleaning Services (as needed basis) |                   |                  |
|---|---|---------|---------------|------------------------------|---------|---------------|-----------------------------------|---------|---------------|--|-------------------|------------------|
|   | Unit Bid Price (Per Month) (A)                | Qty (B) | Bid Price (C) | Unit Bid (Per (D))           | Qty (E) | Bid Price (F) | Unit Bid Price (Per Cleaning) (G) | Qty (H) | Bid Price (I) | Unit Bid Price (Per Cleaning) (J)                  | Estimated Qty (K) | Bid Price (L)    |
| A   | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | \$   | x 2               | = \$             |
| B   | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | \$   | x 2               | = \$             |
| C   | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | \$   | x 2               | = \$             |
| D   | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | \$   | x 2               | = \$             |
| D1  | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | Not Applicable                                     | x 0               | = Not Applicable |
| E   | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | \$   | x 2               | = \$             |
| F1  | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | Not Applicable                                     | x 0               | = Not Applicable |
| G   | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | \$   | x 2               | = \$             |
| H   | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | Not Applicable                                     | x 0               | = Not Applicable |
| J   | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | \$   | x 2               | = \$             |
| L   | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | Not Applicable                                     | x 0               | = Not Applicable |
| M   | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | \$   | x 2               | = \$             |
| <b>Subtotal<sup>1</sup></b>   | \$  |         | = \$          | \$                           |         | = \$          | \$                                |         | = \$          | \$   |                   | = \$             |
| <b>Total Bid Price<sup>2</sup> for Initial 12-Month Period:</b>   | \$  |         |               |                              |         |               |                                   |         |               |  |                   |                  |
| <b>Total Contract Price<sup>3</sup> for Initial 12-Month Period (exclude On-Call Carpet Cleaning Services):</b> | \$  |         |               |                              |         |               |                                   |         |               |  |                   |                  |

<sup>1</sup> Subtotal = sum of Bid Prices for all Buildings and Trailers for the specified services (add vertically).  
<sup>2</sup> Total Bid Price = sum of Subtotal Bid Prices for all services = (M) + (N) + (O) + (P). **Total Bid Price is used for bid evaluation and award purposes only.**  
<sup>3</sup> Total Contract Price = sum of all Subtotal Bid Prices except for the Subtotal for On-Call Carpet Cleaning Services = (M) + (N) + (O);  
 On-Call Carpet Cleaning Service costs will not be part of the contract and will be paid through other means such as a State Purchase Order should the need for the service arises.

IFB PMB-2020-38  
Bid Offer Form

Bidder (Company Name): \_\_\_\_\_

Option Year 1:

| Building / Trailer          | Daily, Weekly, and Monthly Custodial Services |         |               | Quarterly Custodial Services |         |               | Semi-Annual Custodial Services    |         |               | On-Call Carpet Cleaning Services (as needed basis) |                   |                  |
|-----------------------------|---|---------|---------------|------------------------------|---------|---------------|-----------------------------------|---------|---------------|--|-------------------|------------------|
|                             | Unit Bid Price (Per Month) (A)                | Qty (B) | Bid Price (C) | Unit Bid Price (Per (D))     | Qty (E) | Bid Price (F) | Unit Bid Price (Per Cleaning) (G) | Qty (H) | Bid Price (I) | Unit Bid Price (Per Cleaning) (J)                  | Estimated Qty (K) | Bid Price (L)    |
| A                           | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | \$   | x 2               | = \$             |
| B                           | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | \$   | x 2               | = \$             |
| C                           | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | \$   | x 2               | = \$             |
| D                           | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | \$   | x 2               | = \$             |
| D1                          | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | Not Applicable                                     | x 0               | = Not Applicable |
| E                           | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | \$   | x 2               | = \$             |
| F1                          | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | Not Applicable                                     | x 0               | = Not Applicable |
| G                           | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | \$   | x 2               | = \$             |
| H                           | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | Not Applicable                                     | x 0               | = Not Applicable |
| J                           | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | \$   | x 2               | = \$             |
| L                           | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | Not Applicable                                     | x 0               | = Not Applicable |
| M                           | \$  | x 12    | = \$          | \$                           | x 4     | = \$          | \$                                | x 2     | = \$          | \$   | x 2               | = \$             |
| <b>Subtotal<sup>1</sup></b> | \$  |         | = \$          | \$                           |         | = \$          | \$                                |         | = \$          | \$   |                   | = \$             |

**Total Bid Price<sup>2</sup> for Option Year 1:** \$ \_\_\_\_\_ (M) \$ \_\_\_\_\_ (N) \$ \_\_\_\_\_ (O) \$ \_\_\_\_\_ (P)

**Total Contract Price<sup>3</sup> for Option Year 1 (exclude On-Call Carpet Cleaning Services):** \$ \_\_\_\_\_

<sup>1</sup> Subtotal = sum of Bid Prices for all Buildings and Trailers for the specified services (add vertically).  
<sup>2</sup> Total Bid Price = sum of Subtotal Bid Prices for all services = (M) + (N) + (O) + (P). **Total Bid Price is used for bid evaluation and award purposes only.**  
<sup>3</sup> Total Contract Price = sum of all Subtotal Bid Prices except for the Subtotal for On-Call Carpet Cleaning Services = (M) + (N) + (O);  
 On-Call Carpet Cleaning Service costs will not be part of the contract and will be paid through other means such as a State Purchase Order should the need for the service arises.

IFB PMB-2020-38  
Bid Offer Form

Bidder (Company Name): \_\_\_\_\_

Option Year 2:

| Building / Trailer          | Daily, Weekly, and Monthly Custodial Services |           | Quarterly Custodial Services |          | Semi-Annual Custodial Services    |          | On-Call Carpet Cleaning Services (as needed basis) |                   |                |
|-----------------------------|---|-----------|------------------------------|----------|-----------------------------------|----------|--|-------------------|----------------|
|                             | Unit Bid Price (Per Month) (A)                | Qty (B)   | Unit Bid (Per) (D)           | Qty (E)  | Unit Bid Price (Per Cleaning) (G) | Qty (H)  | Unit Bid Price (Per Cleaning) (J)                  | Estimated Qty (K) | Bid Price (L)  |
| A                           | \$  | x 12 = \$ | \$                           | x 4 = \$ | \$                                | x 2 = \$ | \$   | x 2 =             |                |
| B                           | \$  | x 12 = \$ | \$                           | x 4 = \$ | \$                                | x 2 = \$ | \$   | x 2 =             |                |
| C                           | \$  | x 12 = \$ | \$                           | x 4 = \$ | \$                                | x 2 = \$ | \$   | x 2 =             |                |
| D                           | \$  | x 12 = \$ | \$                           | x 4 = \$ | \$                                | x 2 = \$ | \$   | x 2 =             |                |
| D1                          | \$  | x 12 = \$ | \$                           | x 4 = \$ | \$                                | x 2 = \$ | Not Applicable                                     | 0                 | Not Applicable |
| E                           | \$  | x 12 = \$ | \$                           | x 4 = \$ | \$                                | x 2 = \$ | \$   | x 2 =             |                |
| F1                          | \$  | x 12 = \$ | \$                           | x 4 = \$ | \$                                | x 2 = \$ | Not Applicable                                     | 0                 | Not Applicable |
| G                           | \$  | x 12 = \$ | \$                           | x 4 = \$ | \$                                | x 2 = \$ | \$   | x 2 =             |                |
| H                           | \$  | x 12 = \$ | \$                           | x 4 = \$ | \$                                | x 2 = \$ | Not Applicable                                     | 0                 | Not Applicable |
| J                           | \$  | x 12 = \$ | \$                           | x 4 = \$ | \$                                | x 2 = \$ | \$   | x 2 =             |                |
| L                           | \$  | x 12 = \$ | \$                           | x 4 = \$ | \$                                | x 2 = \$ | Not Applicable                                     | 0                 | Not Applicable |
| M                           | \$  | x 12 = \$ | \$                           | x 4 = \$ | \$                                | x 2 = \$ | \$   | x 2 =             |                |
| <b>Subtotal<sup>1</sup></b> | \$  | (M)       | \$                           | (N)      | \$                                | (O)      | \$   | (P)               |                |

**Total Bid Price<sup>2</sup> for Option Year 2:** \$ \_\_\_\_\_

**Total Contract Price<sup>3</sup> for Option Year 2 (exclude On-Call Carpet Cleaning Services):** \$ \_\_\_\_\_

<sup>1</sup> Subtotal = sum of Bid Prices for all Buildings and Trailers for the specified services (add vertically).

<sup>2</sup> Total Bid Price = sum of Subtotal Bid Prices for all services = (M) + (N) + (O) + (P). **Total Bid Price is used for bid evaluation and award purposes only.**

<sup>3</sup> Total Contract Price = sum of all Subtotal Bid Prices except for the Subtotal for On-Call Carpet Cleaning Services = (M) + (N) + (O);

On-Call Carpet Cleaning Service costs will not be part of the contract and will be paid through other means such as a State Purchase Order should the need for the service arises.