



**STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS
560 NORTH NIMITZ HIGHWAY, SUITE 200
HONOLULU, HAWAII 96817**

June 13, 2017

REQUEST FOR PROPOSAL No. FAC 2017-07

QUESTIONS AND ANSWERS

The Pre-Bid Conference for Janitorial and Maintenance Services for five (5) OHA Offices located Statewide questions and answers are as follows:

1. Q: Can we bring in subcontractors to do part of the work?
A: Yes, the contract requires different maintenance services, so if you need to subcontract, you may. Your bid amount shall include the costs for your subcontractor(s).
2. Q: Will the contractor be responsible for changing out bulbs for specialty lights as well?
A: Yes, and the Contract Coordinator will work with the contractor.
3. Q: How do we treat the untreated black wood flooring?
A: Sweep and dry mop/micro-fiber only; no water shall be used to clean/treat this floor type.
4. Q: On an average day, how many staff does the current contractor use?
A: In Honolulu, it varies based on the scheduled work to be done. Monday, Wednesday and Friday takes a crew of 5, and on Tuesday and Thursday, one person. For the neighbor island offices, 1 person can complete the work.
5. Q: How many sets of keys are issued to the contractor? And does the contractor provide a list of names?
A: The OHA issues one set of keys and the contractor will need to manage the set for their crew. There will also be a daily sign-in sheet, and there is no need for a list of names at this time.

6. Q: Is there a lapse in time between the current contract and the expected new contract?
A: The current contract ends on July 31, 2017 and the new contract is anticipated to start on August 1, 2017. There should be no lapse.

7. Q: How do we submit our letters of recommendation?
A: Please submit all required documents through the State Procurement Office online portal, HIePRO. The following is the link: <https://hiepro.ehawaii.gov/welcome.html>.

ONLY your letters of recommendation may be mailed directly to:

ATTN: Miki Lene, Procurement Unit
Office of Hawaiian Affairs
560 N. Nimitz Highway, Suite 200
Honolulu, HI 96817

8. Q: How is the prevailing wage affected if applying for one site vs. two vs. all, etc.?
A: Each location shall be awarded its own contract. If you submit a bid for one office that you know will be over the \$25,000 threshold for prevailing wages, it does not affect a bid for another location, which would result in a separate contract.