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STATE OF HAWAII
STATE PROCUREMENT OFFICE

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August 10, 2022

TO: Executive Departments/Agencies City and County of Honolulu
Department of Education Honolulu City Council
Hawaii Health Systems Corporation Honolulu Board of Water Supply
Office of Hawaiian Affairs Honolulu Authority for Rapid Transportation
University of Hawaii County of Hawaii
Public Charter School Commission Hawaii County Council
and Schools County of Hawaii-Department of Water Supply
House of Representatives County of Maui
Senate Maui County Council
Judiciary County of Maui-Department of Water Supply
County of Kauai
Kauai County Council
County of Kauai – Department of Water

FROM: Bonnie Kahakui, Acting Administrator 

SUBJECT: **Change No. 3**
SPO Vendor List Contract No. 22-04
PROFESSIONAL CLEANING AND DISINFECTING SERVICES FOR COVID-19
RFP-21-004-SW
Expires: August 15, 2023

The following changes are made to the vendor list contract:

1. The contract is extended to August 15, 2023.
2. Disinfect Hawaii LLC is removed from the vendor list.
3. A provision for final payment and compliance pursuant to HRS §103-53 has been added to the vendor list.

The current vendor list contract incorporating Change No. 3 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

If you have any questions, please contact Carey Ann Sasaki at (808) 586-0575 or careyann.r.sasaki@hawaii.gov.

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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Vendor List Contract No. 22-04

Includes Change No. 3

Effective: 08/10/2022

THIS SPO VENDOR LIST CONTRACT IS FOR AUTHORIZED BUSINESS USE ONLY

Professional Cleaning and Disinfecting Services for COVID-19

(RFP-21-004-SW)

August 16, 2021 to August 15, 2023

GENERAL INFORMATION. This contract has been established to provide professional cleaning and disinfecting services for State offices/buildings which include high-touch surfaces, work areas, and office equipment on an as-needed basis in response to COVID-19. The contract does not include general custodial services. The services to be provided must meet or exceed the CDC Cleaning and Disinfection Recommendations and the Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19).

PARTICIPATING JURISDICTIONS listed below have signed a memorandum of agreement with the SPO and are authorized to utilize this vendor list contract.

Executive Departments/Agencies	City and County of Honolulu
Department of Education	Honolulu City Council
Hawaii Health Systems Corporation	Honolulu Board of Water Supply
Office of Hawaiian Affairs	Honolulu Authority for Rapid Transportation
University of Hawaii	County of Hawaii
Public Charter School Commission and Schools	Hawaii County Council
House of Representatives	County of Hawaii – Department of Water Supply
Senate	County of Maui
Judiciary	Maui County Council
	County of Maui – Department of Water Supply
	County of Kauai
	Kauai County Council
	County of Kauai – Department of Water

The participating jurisdictions are not required, but may purchase from this vendor list contract, and requests for exception from the contract are not required. Participating jurisdictions can purchase from other contractors, however, HRS chapter 103D and the procurement rules apply to purchases using the applicable procurement method and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources will be at the discretion of the participating jurisdiction.

POINTS OF CONTACT. Questions regarding the services, ordering, pricing, and status should be directed to the Contractor(s).

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Phone	FAX	E-mail
Executive	Carey Ann Sasaki	586-0575	586-0570	careyann.r.sasaki@hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	G-OFS-DOE-Procurement@k12.hi.us
HHSC	Nancy Delima	359-0994		ndelima@hhsc.org
OHA	Christopher Stanley	594-1833	594-1865	chriss@oha.org
UH	Karlee Hisashima	956-8687	956-2093	karlee@hawaii.edu
Public Charter School Commission and Schools	Danny Vasconcellos	586-3775	586-3776	danny.vasconcellos@spcsc.hawaii.gov
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	bfspurchasing@honolulu.gov
Honolulu City Council	Kendall Amazaki, Jr. Nanette Saito	768-5084 768-5085	768-5011	kamazaki@honolulu.gov nsaito@honolulu.gov
Honolulu Board of Water Supply	Procurement Office	748-5071		fn_procurement@hbws.org
HART	Dean Matro	768-6246		dean.matro@honolulu.gov
County of Hawaii	Diane Nakagawa	961-8440	961-8248	Diane.Nakagawa@hawaii-county.gov
Hawaii County Council	Diane Nakagawa	961-8440	961-8248	Diane.Nakagawa@hawaii-county.gov
County of Hawaii – Department of Water Supply	Ka’iulani Matsumoto	961-8050 ext.224	961-8657	kmatsumoto@hawaiidws.org
County of Maui	Jared Masuda	463-3816		jared.masuda@co.maui.hi.us
Maui County Council	Marlene Rebugio	270-7838		marlene.rebugio@mauicounty.us
County of Maui – Department of Water Supply	Kenneth L. Bissen	270-7684	270-7136	ken.bissen@co.maui.hi.us
County of Kauai	Ernest Barreira	241-4295	241-6297	ebarreira@kauai.gov
Kauai County Council	Codie Tabalba Scott Sato	241-4193 241-4810	241-6349 241-6349	ctabalba@kauai.gov ssato@kauai.gov
County of Kauai – Department of Water	Marcelino Soliz	245-5470	245-5813	msoliz@kauaiwater.org

USE OF THIS LIST CONTRACT BY NONPROFIT ORGANIZATIONS. Pursuant to HRS §103D-804, nonprofit organizations with current purchase of service contracts (HRS chapter 103F) have been invited to participate in the SPO price and vendor list contracts.

A listing of these nonprofit organizations is available at the SPO website: <http://spo.hawaii.gov>. Click on *For Vendors > Non-Profits > Cooperative Purchasing Program > View the list of qualifying nonprofits eligible to participate in cooperative purchasing.*

If a nonprofit wish to purchase from an SPO price or vendor list contract, the nonprofit must obtain approval from each Contractor (participation must be mutually agreed upon, for example). A Contractor may choose to deny participation by a nonprofit. However, if a nonprofit and Contractor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than an SPO price list contract vendor(s).

AUTHORIZED CONTRACTORS. The contractors listed below are authorized on this vendor list contract. They have signed a contract with the Hawaii State Procurement Office.

Hawaii Impact Pressure Wash & Sanitation LLC Lauahi LLC dba Kupale Technologies
Work Now Hawaii

VENDOR CODES for annotation on purchase orders are obtainable from the *Alphabetical Vendor Edit Table* available at your department’s fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.

COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Vendor List Contract No. 22-04. *No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this contract.*

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive department/agencies, excluding the DOE, HHSC, OHA, and UH, for orders totaling less than \$2,500. For purchases of \$2,500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS may be issued for purchases of \$2,500 or more and for vendors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or who charge its customers a transaction fee for the usage.

STATE GENERAL EXCISE TAX (GET) AND COUNTY SURCHARGE shall not exceed the following rates if seller elects to pass on the charges to its customers.

COUNTY	COUNTY SURCHARGE TAX RATE	STATE GET	MAX PASS-ON TAX RATE	EXPIRATION DATE OF SURCHARGE TAX RATE
C&C OF HONOLULU	0.50%	4.0%	4.7120%	12/31/2030
HAWAII	0.50%	4.0%	4.7120%	12/31/2030
COUNTY OF MAUI (including Molokai and Lanai)	0.0%	4.0%	4.1666%	No county surcharge
KAUAI	0.50%	4.0%	4.7120%	12/31/2030

The GET or use tax and county surcharge may be added to the invoice as a separate line item and shall not exceed the current max pass-on tax rate(s) for each island.

County surcharges on state general excise (GE) tax or Use tax may be visibly passed on but is not required. For more information on county surcharges and the max pass-on tax rate, please visit the Department of Taxation's website at <http://tax.hawaii.gov/geninfo/countysurcharge>.

PAYMENTS are to be made to the remittance address of the Contractor(s). HRS §103-10, HRS, provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. Payments may also be made via pCard.

COMPLIANCE PURSUANT TO HRS §103-53. All state and county contracting officers or agents shall withhold final payment of a contract until the receipt of tax clearances from the director of taxation and the Internal Revenue Service. This section does not apply to contracts of less than \$25,000.

VENDOR AND PRODUCT EVALUATION. Form SPO-012, Evaluation: Vendor or Product, for the purpose of addressing concerns on this vendor list contract, is available to agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

PRICE OR VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

DEFINITIONS:

- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs but removing them, lowers their numbers and the risk of spreading infection.
- **Disinfecting** is using chemicals to kill germs on surfaces. This process does not clean dirty surfaces or remove germs but merely killing germs remaining on a surface after cleaning to further reduce any risk of spreading infection.
- **Personal Protective Equipment (PPE)** is specialized clothing or other wearable gear that minimizes one's exposure to sources of illnesses or injury, and in medical context helps to inhibit the spread of infection to others.
- **Safety Data Sheets (SDS)** is a detailed document prepared by the manufacturer or importer of hazardous chemical which describes the physical and chemical properties of a product.

SCOPE OF WORK

The services to be provided must meet or exceed the CDC Cleaning and Disinfection Recommendations and the Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19). The Contractor(s) shall clean all surface areas with soap and water. After the initial cleaning, all surfaces shall be disinfected with household bleach solutions, alcohol solutions with at least 70% alcohol, or with products approved for use against COVID-19 by the EPA approved disinfectants.

All precautionary measures shall be taken including the daily screening of employees being utilized to work in State offices/buildings in which PPE must be worn including disposable gloves and masks, and any additional safety precautions advised by the State. Contractors shall provide all cleaning equipment, tools, products, materials, and staff necessary to clean and disinfect as provided herein.

Each office/building may have varying needs but high touch areas that require cleaning and disinfecting are listed below but not exhaustive to:

- Inside and outside of doorknobs and handles which include building entrances, stairwells, all handrails in public areas (including stairwells), elevators with handrails (if any), and button panel sanitized.
- All flat surfaces (including countertops and tables)
- Restrooms
- Breakrooms
- Desks
- Keyboards
- Mouse
- Chairs
- Copiers/tech equipment
- Meeting/conference rooms
- Telephones
- Entry and exit areas
- Kitchen areas
- Refuse containers
- Lab areas
- Toilets
- Faucets
- Sinks, etc.

Hard (Non-Porous) Surfaces

If surfaces are dirty, they shall be cleaned using a detergent or soap and water prior to disinfection. For disinfection, the most common EPA-registered household disinfectants are most effective.

- A list of products that are EPA-approved for use against the virus that causes COVID-19 is available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
- Diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. The Offeror shall follow the manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:

- 5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons bleach per quart of water.

Soft (Porous) Surfaces

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. The Offeror shall utilize products that are EPA-approved for use against the virus that causes COVID-19 and are suitable for porous surfaces. The list of products that are EPA-approved can be found at <https://www.epa.gov/pesticide-registration/list-ndisinfectants-use-against-sars-cov-2-covid-19>.

Electronics

For electronics such as tablets, touch screens, keyboards, remote controls, and ATMs, remove visible contamination if present. Follow the manufacturer's instructions for all cleaning and disinfection products. Consider the use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid the pooling of liquids.

CONTRACTOR REQUIREMENTS

1. Provide all labor, materials, and equipment necessary to meet the contract requirements.
2. Communicate contract requirements to its Subcontractors' personnel and direct and coordinate project activities to ensure that the services progress efficiently and are completed on schedule.
3. Ensure that all its and its Subcontractors' employees can communicate effectively with State employees.
4. Ensure that it is current with all payments and registration fees and similar financial obligations owed to the State during the term of its Contract with the State.
5. Fully cooperate and maintain effective communication with the State and cooperate in the resolution of problems, suspected problems or potential problems.
6. Providing Cleaning and Disinfecting Services. If the Contractor is located on the same island as the ordering agency, it shall be the responsibility of the Contractor to coordinate the services of the order to ensure the ordering agency receives the service within the times specified herein. If the Contractor is not located on the same island as the ordering agency, Contractor shall coordinate the service to ensure the ordering agency receives the services within the times specified herein. When located on the same island, services by the Contractor shall be made within three (3) working days after confirmation of the order or as needed by the ordering agency. Emergency services shall be within twenty-four (24) hours. When located on different islands, services by the Contractor shall be made within five (5) working days after receipt of the order. Emergency services shall be within forty-eight (48) hours. Prior to the service, the Contractor shall contact the appropriate agency to coordinate arrangements for cleaning and disinfecting. Contractor

shall be required to perform all services as stated on the quote and purchase order during the term of the contract.

7. Failure to Perform. Contractor shall be obliged to perform the service awarded in accordance with the terms and conditions stated herein. If a Contractor is unable to perform the service under this contract, it shall be the Contractor's responsibility to notify the agency within two (2) working days. In the event a Contractor fails to fulfill the agreed upon terms, the Procurement Officer reserves the right to terminate the contract and/or initiate suspension and debarment procedures pursuant to HAR Chapter 3-126, Legal and Contractual Remedies.
8. Travel. The Contractor may be required to travel in performance of orders issued under this contract for islands with limited resources such as Lanai and Molokai only. Contractor shall be reimbursed the actual cost of all travel conducted while providing the services in accordance with this contract and respective Purchasing Entities regulations. Allowable travel and State per diem charges will be agreed upon at the time work is requested. Thus, all travel shall be pre-approved. The Contractor shall provide the Purchasing Entities with all necessary paperwork for reimbursement such as but not limited to travel receipts, airline itinerary, etc. The Contractor shall perform all travel necessary to accomplish the services in accordance with this contract. All travel requirements shall be approved in advance by the Purchasing Entity. The Contractor shall be responsible for making all travel arrangements. Costs for transportation may be based upon mileage rates, actual costs incurred, or a combination thereof provided the method used results in a reasonable charge. Travel costs shall be considered reasonable and allowable only to the extent they do not exceed, on a daily basis, the maximum State per diem rates in effect at the time of the travel. If the additional expenses are not justified and approved by the Participating Agency, Contractor will be responsible for paying the difference.

AGENCY INSTRUCTIONS

1. Solicit to all vendors:
 - Hawaii Impact Pressure Wash & Sanitation LLC
 - Lauahi LLC dba Kupale Technologies
 - Work Now Hawaii
2. The agency shall request a written price quote. The agency shall provide the following information at minimum:
 - a. Agency Contact information (name, phone number, email, department name and bill to address).
 - b. Address/location for services to occur including short description of location (e.g. office space, kitchen), and estimated square footage or allow contractor to perform a site visit.
 - c. How soon services are required, frequency, and time of day work can be performed.
 - d. If there is an active infection.
 - e. How soon a response is required.
 - f. Due date and (optional) time of quote.
 - g. All documents must reference the **“SPO Vendor List Contract No. 22-04”**
3. Optional. When soliciting to vendors, Agency should consider providing an estimate of the square footage in order to expedite services OR provide drawings of the location if available. Agency should also consider requesting the SDS of the chemical used and contact time.
4. The agency shall complete form SPO-010, *Record of Procurement*. If the department does not receive a price quote, the agency shall explain the reason(s) why in Part C. If the department does not award to the lowest responsive, responsible bidder, the department shall explain their justification in Part D. The approved form SPO-010 shall be kept in the procurement file.
5. Agency determines best value based on agency’s requirements and needs. Best value will be determined by price, past performance, price reasonableness, and other pertinent factors determined by the using agency. Such determination shall be in writing and placed in the procurement file.
6. Agency reviews and evaluates all quotes received. If a Contractor fails to respond by the due date specified, the agency shall document such failures in the procurement file. If a Contractor submits a late quote, it is the agency’s decision to accept or reject a late quote submittal. The agency shall document the late submittal in the procurement file.

CONTRACTOR INFORMATION



HAWAII IMPACT PRESSURE WASH & SANITATION LLC

Point of Contact:

Kurt Tsuneyoshi
 (808) 779-4750
kurt-t@hotmail.com

Remit to:

1124 20th Ave #A
 Honolulu, HI 96816
 Vendor Code: 357264-00

Service	Rate
Normal State Business Hours Monday – Friday 7:45 am – 4:30 pm (Excluding State Holidays)	Under 1000 sq. ft.: Flat Rate \$120.00 Over 1000 sq. ft.: \$0.12 per sq. ft.
After-Hours	Under 1000 sq. ft.: Flat Rate \$180 Over 1000 sq. ft.: \$0.18 per sq. ft.
Weekends	Under 1000 sq. ft.: Flat Rate \$180 Over 1000 sq. ft.: \$0.18 per sq. ft.
Emergency Services Within 12-Hours	No Additional Fee
Carpet Cleaning	Under 1000 sq. ft.: Flat Rate \$100.00 Over 1000 sq. ft.: \$0.10 per sq. ft.

Calculating Square Footage

If the agency has current floor plans of the building, HI Impact will use the square footage on the drawings to provide pricing. If floor plans are not available, HI Impact will measure length and width of room to calculate square footage. For odd shaped facilities, areas will be broken down into rectangular sections to provide the best estimate for total square footage. For example, an L shaped room would be divided into two rectangular areas and added together to determine total area.

Islands of Operation

HI Impact is located on Oahu. HI Impact can perform cleaning and disinfecting services on the islands of Oahu, Maui, Hawaii, Kauai, Lanai, and Molokai. For jobs on Oahu, services will be provided within (2) working days after confirmation of the order. Emergency services shall be within 12 hours.

For all other islands, services will be provided within (3) working days after receipt of order. Emergency services will be provided within 36 hours.

Additional Fees

For all islands other than Oahu, an additional \$500 fee will be added to transport necessary equipment.



LAUahi LLC DBA KUPALE TECHNOLOGIES

Point of Contact:

Kaala Buenconsejo
(808) 633-1111
kaalab@kupaletech.com

Remit to:

Kupale Technologies
1696 Waihinoho Way
Lahaina, HI 96761
Vendor Code: 357164-00

- a. Oahu
 - i. Spaces less than 5,000 Square Feet: \$ 1,000.00
 - ii. Spaces greater than 5,000 Square Feet: \$ 0.20
- b. Maui
 - i. Spaces less than 5,000 Square Feet: \$ 1,000.00
 - ii. Spaces greater than 5,000 Square Feet: \$ 0.20
- c. Kauai
 - i. Spaces less than 5,000 Square Feet: \$ 1,250.00
 - ii. Spaces greater than 5,000 Square Feet: \$ 0.25
- d. Hawaii Island
 - i. Spaces less than 5,000 Square Feet: \$ 1,250.00
 - ii. Spaces greater than 5,000 Square Feet: \$ 0.25
- e. Molokai
 - i. Spaces less than 5,000 Square Feet: \$ 1,600.00
 - ii. Spaces greater than 5,000 Square Feet: \$ 0.32
- f. Lanai
 - i. Spaces less than 5,000 Square Feet: \$ 1,600.00
 - ii. Spaces greater than 5,000 Square Feet: \$ 0.32

Service Area

Kupale technicians are available for immediate response on Oahu, Maui, Kauai, and Hawaii island. Molokai and Lanai are also serviceable but our technicians will need to travel via plane or ferry to accommodate cleaning and disinfecting services.

*** Travel expenses including airfare, ferry tickets, car rentals, technician travel time, per diem, and other applicable travel expenses have not been included in the breakdown above.



WORK NOW HAWAII

<p>Point of Contact: Patrick Gartside (808) 256-6767 Patrick@WorkNowHawaii.org</p>	<p>Remit to: 1050 Queen St #100 Honolulu, HI 96814 Vendor Code: 350541-00</p>
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PROJECT	SQFT		PRICE PER SQFT	
	Min	Max	State Business Hours	Emergency / After Hours
Example				
small to large vehicle	0	99	\$3.50	\$4.00
single office	100	249	\$2.50	\$3.00
small office	250	499	\$1.60	\$1.80
small office	500	999	\$1.15	\$1.25
medium office	1,000	2,499	\$0.90	\$1.00
medium office	2,500	9,999	\$0.75	\$0.85
large office	10,000	14,999	\$0.55	\$0.65
large office	15,000	19,999	\$0.45	\$0.50
small building	20,000	50,000	\$0.40	\$0.45
large building	50,000	99,999	\$0.35	\$0.40

Islands We Service

Work Now Hawaii is able to serve the State on the following islands:

- Oahu
- Molokai *
- Lanai *

Applicable Taxes

No additional taxes will be charged to the State aside from Hawaii General Excise Tax (GET) and county surcharges.

Other Costs

As allowed in (3.15 Travel) Work Now Hawaii may seek reimbursement of actual travel costs while providing services to islands with limited resources such as Lanai and Molokai. All travel will be approved in advance by the Purchasing Entity.

No other costs will be passed on to the State, including, but not limited to labor, equipment, disinfecting/cleaning products, PPE, estimates or reporting.