



**Office of the Administrative Director — Financial Services Division**

THE JUDICIARY • STATE OF HAWAII • 1111 ALAKEA STREET, 6TH FLOOR • HONOLULU, HAWAII 96813-2807  
TELEPHONE (808) 538-5800 • FAX (808) 538-5802

August 22, 2011

MEMORANDUM

TO WHOM IT MAY CONCERN

FROM: Janell Kim  
Financial Services Administrator

SUBJECT: ADDENDUM NO. 1  
INVITATION FOR BID J12050  
TO FABRICATE, PRINT, & DELIVER COURT FILE FOLDERS  
FOR THE CIRCUIT, FAMILY & DISTRICT COURTS  
THE JUDICIARY, STATE OF HAWAII

This Addendum No.1 is to inform you that the due date for this proposal will be postponed from 2:00 p.m., August 23, 2011, **to 2:00 p.m., August 26, 2011.**

A copy of this Addendum is also available from our Judiciary web page at <http://www.courts.state.hi.us>.

Please direct questions to Ms. Lori Okita of the First Circuit Court at (808) 539-4327 or email [Lori.M.Okita@courts.state.hi.us](mailto:Lori.M.Okita@courts.state.hi.us)

Janell Kim  
Financial Services Administrator

ADDENDUM NO. 1  
INVITATION FOR BID J12050  
TO FABRICATE, PRINT, & DELIVER COURT FILE FOLDERS  
FOR THE CIRCUIT, FAMILY & DISTRICT COURTS  
THE JUDICIARY, STATE OF HAWAII

The items listed hereinafter are hereby made a part of Invitation for Bid J12050 for the above project and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

The following **Section Three, Proposal Form** is amended and attached.

- The number of back covers for the Fifth Circuit Court is inserted as a separate line item.

**SECTION THREE - OFFER FORM**

**TO FABRICATE, PRINT & DELIVER COURT FILE FOLDERS  
FOR THE CIRCUIT, FAMILY AND DISTRICT COURTS  
THE JUDICIARY, STATE OF HAWAII**

Offeror: \_\_\_\_\_

Honolulu, Hawaii

\_\_\_\_\_, 20\_\_\_\_

Financial Services Administrator  
The Judiciary, State of Hawaii  
Kauikeaouli Hale  
1111 Alakea Street, 6th Floor  
Honolulu, Hawaii 96813

Dear Financial Services Administrator:

The following offer is made to provide the goods and service indicated in the following proposal schedule to the Judiciary, State of Hawaii, at the location(s) required in the specifications, all according to the true intent and meaning of the specifications hereinafter contained.

The undersigned states that he has carefully read and understands the terms and conditions specified in the proposal, the Specifications and Special Provisions attached hereto, and in the General Conditions dated February 2001 by reference made a part hereof and available upon request, for this contract, and that the Financial Services Administrator reserves the right to reject any or all bids and to waive any defects when in his opinion such rejection or waiver will be for the best interest of the Judiciary.

The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

The undersigned hereby proposes to FABRICATE, PRINT, AND DELIVER COURT FILE FOLDERS FOR THE CIRCUIT, FAMILY, AND DISTRICT COURTS, THE JUDICIARY, STATE OF HAWAII, in strict compliance with the Agreement, Specifications, Special Provisions, and General Conditions dated February 2001 and Procedural Requirements dated May 2003 by reference made a part hereof and available upon request, for the Total Bid Price of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

The undersigned represents: **(Check  one only)**

A **Hawaii Business** incorporated or organized under the State of Hawaii; **OR**

A **Compliant Non-Hawaii business** not incorporated or organized under the laws of the State of Hawaii, but registered at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii and has a separate branch or division in the State that is capable of fully performing under the contract.

State of incorporation \_\_\_\_\_

Offeror is:

- Sole Proprietor     Partnership     Corporation     Joint Venture
- Other \_\_\_\_\_

If Offeror is a "dba" or a "division" of a corporation, please furnish the exact legal name of the corporation under which the contract, if awarded, will be executed:

Federal I.D. No. \_\_\_\_\_

Hawaii General Excise Tax License I.D. No. \_\_\_\_\_

Payment address (other than street address below): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Business address (**Hawaii street address**): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Respectfully submitted,

Telephone No.: \_\_\_\_\_

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

\_\_\_\_\_  
Name and Title (Please Type or Print)

Email Address (required): \_\_\_\_\_

Fax No. \_\_\_\_\_

The following proposal is hereby submitted for all of the work listed below, to fabricate, print and deliver Court File Folders for the Circuit, Family and District Courts. All cover sets shall be delivered no later than December 15, 2011.

**I. Bid Amount**

Description		Quantity	Cost per set/cover	Total Amount
<b>First Circuit - Honolulu</b>	Numbered Covers/sets	17,845		
	Blank Covers/sets	3,575		
<b>First Circuit - Honolulu Total</b>		<b>21,420</b>		
<b>First Circuit - Kapolei</b>	Numbered Covers/sets	6,181		
	Blank Covers/sets	100		
<b>First Circuit - Kapolei Total</b>		<b>6,281</b>		
<b>Land and Tax Appeal Court</b>	Numbered Covers/sets	4,152		
	Blank Covers/sets	0		
<b>Land and Tax Appeal Court Total</b>		<b>4,152</b>		
<b>Second Circuit</b>	Numbered Covers/sets	13,150		
	Blank Covers/sets	0		
<b>Second Circuit - Hilo Total</b>		<b>13,150</b>		
<b>Third Circuit - Hilo</b>	Numbered Covers/sets	5,340		
	Blank Covers/sets	0		
<b>Third Circuit - Hilo Total</b>		<b>5,340</b>		
<b>Third Circuit - Kona</b>	Numbered Covers/sets	2,960		
	Blank Covers (FRONT covers only)*	700		
<b>Third Circuit - Kona Total</b>		<b>3,660</b>		
<b>Fifth Circuit</b>	Numbered Covers (FRONT covers only)	9,935		
	Blank Covers (FRONT covers only)	1,600		
	Back Covers*	5,000		
[ 9,935 + 1,600 = 11,535 total file folders] <b>Fifth Circuit Total</b>		<b>11,535</b>		
<b>**Total Bid Amount</b> (Total amount should agree with bid price on page 1 of Bid Proposal)				

\* BLANK folders for the Third Circuit - Kona require FRONT covers only. Fifth Circuit requires only 5,000 back covers.

\*\* Total shall include all applicable taxes and delivery charges to the area specified by the Officers-In-Charge and should agree with the Bid Amount shown on page 1 of the Invitation for Bid.

**II. Additional Information**

**A. JOINT CONTRACTORS/SUBCONTRACTORS**

The Offeror certifies that the following is a complete list of all contractors and subcontractors who will be engaged by the Offeror on the project to perform the nature and scope of work indicated. The Offeror further understands that only those joint contractors and subcontractors listed shall be allowed to perform work on this project and that all other work necessary shall be performed by the Offeror with his own employees. If no joint contractor or subcontractor is listed, it shall be construed that all of the work shall be performed by the Offeror with his own employees.

Provide the complete firm name, address and phone number of the joint or subcontractor to fabricate, print and deliver court file folders.

Subcontractor Name	Address	Phone/Fax/Email

B. Offeror's attention is invited to Section 103D-1003, Hawaii Revised Statutes, for a complete statement of law regarding Hawaii Printing Preference. Included in Special Provision.

All work shall be performed at:

- In Hawaii       Out of State

Location of Printshop: \_\_\_\_\_

Company Name & Contact	Address	Phone/Fax/email

C. REFERENCES

FAILURE TO COMPLETE ANY OF THE FOLLOWING ITEMS MAY RESULT IN THE DISQUALIFICATION OF THE SUBMITTED BID.

Names and addresses of companies, other than the Judiciary, for which the undersigned has furnished file folders and performed or is currently performing services that are similar in nature and/or volume to services specified in the attached specifications. Refer to References section, of the enclosed Bid Proposal.

Company/Agency & Contact	Address	Phone/Fax/email

D. NAME OF AUTHORIZED LOCAL SALES/SERVICE REPRESENTATIVE

Company Name	Address	Phone/Fax/email