

**INVITATION FOR BIDS
NO. J16185**

**TO FABRICATE, PRINT, AND DELIVER
VARIOUS TRAFFIC CITATION FORMS FOR
THE JUDICIARY, STATE OF HAWAII**

JULY 2015

NOTICE TO OFFERORS

This solicitation is provided to you for information purposes. If interested in responding to this solicitation, you may choose to submit your offer on the downloaded document provided. **You must register** your company by fax or e-mail for this specific solicitation. If you do not register your company, you will not receive addenda, if any, and your offer **may be** rejected and not considered for award.

Registration

Submit FAX or E-MAIL to: FAX No.: (808) 538-5802
E-mail Address: jonathan.h.wong@courts.hawaii.gov

Provide the following information:

- Name of Company
- Telephone Number
- Solicitation Number
- Mailing Address
- FAX number
- Name of Contact Person
- E-mail Address

INVITATION FOR BIDS NO. J16185

The Judiciary, State of Hawaii
July 31, 2015

Competitive Sealed Bids to **Fabricate, Print, and Deliver Various Traffic Citation Forms for The Judiciary, State of Hawaii**, will be received at:

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

up to and will be opened at **2:00 P.M., H.S.T., on August 20, 2015.**

Bids received after the date and time specified above or at a location other than the location specified above will not be considered. All proposals must be made on forms obtainable at the aforesaid place or from our website (<http://www.courts.state.hi.us/>, go to: General Information, Business with the Judiciary) and must be in accordance with the accompanying instructions. Questions relating to this bid solicitation shall be directed to Mr. Jonathan Wong, in the Judiciary Contracts and Purchasing Office, at (808) 538-5805, Fax (808) 538-5802, or email jonathan.h.wong@courts.hawaii.gov.

/s/Janell Kim

Financial Services Director

Judiciary & SPO Website: July 31, 2015

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General Conditions dated February 2001
Procedural Requirements dated May 2003
TICKET TEXT SAMPLE – 1st Circ Only

SECTION 1 - SPECIFICATIONS

Work included in this agreement shall be to FABRICATE, PRINT, AND DELIVER VARIOUS TRAFFIC CITATION FORMS FOR THE JUDICIARY. All work shall be performed in accordance with these Specifications, Special Provisions, and General Conditions Governing Contracts with the Judiciary dated February 2001, Procedural Requirements Governing RFP's and IFB's dated May 2003, and IFB attached hereto and by reference made a part hereof.

Upon request, Offerors will be provided sample forms of each type of citation to be printed and are hereby notified that the Contractor selected will be required to produce forms identical to the samples in every respect except for the composition changes indicated on mock-up samples (to be provided after award). For the convenience of bidders and the Contractor selected, Judiciary has included these written specifications; however, Judiciary makes no warranty that these written specifications are in fact identical in all respects with the samples provided. Samples shall control except for the composition changes indicated on mock-up samples.

The Judiciary's Officer-in-Charge will provide Contractor with final composition (text) of all forms after award.

NOTE THAT THE FORM'S COMPOSITION (TEXT) VARIES FROM CIRCUIT TO CIRCUIT.

General Requirements

The white and canary sheets (paper), chipboard and envelopes **shall** be of recycled content as follows: minimum 30% post-consumer recovered material. The blue colored sheet (paper) and cover (index) **need not be of recycled content**.

Detailed Requirements

- 1.1 Citation Types: 1) Citation for Traffic Crime(s) Arrest
 2) Notice of Parking Infraction(s)
 3) Notice of Traffic Infraction(s)
- 1.2 Finish Size: Citation/Notice: 8-1/2' x 11"; folded in half lengthwise
 Book: approximate finish size is 4-1/4" x 11"
- 1.3 Paper Specs: 3-part carbonless snap-out sets; black transfer ink.
- 1st sheet: white bond, CB, #15 (recycled)
 2nd sheet: canary bond, CFB, #14 (recycled)
 3rd sheet: light blue bond, CF, #15 (virgin)
- 1.4 Marginal Notations: Black ink. Centered on bottom, left-half of each sheet.
- 1st sheet: Court
 2nd sheet: Defendant
 3rd sheet: Officer
- 1.5 Cover: Same format as current citations; wrap around with chipboard support. 140# index (virgin), or comparable, but not lighter in weight/thickness. Covers to be colored as follows:
- 1) Citation for Traffic Crime(s) Arrest - Light Green
 2) Notice of Parking Infraction(s) - Pink
 3) Notice of Traffic Infraction(s) - Light Blue
- 1.6 Chipboard Support: Refer to sample chipboard provided (Made of recycled material).
- 1.7 Binding: Wrap around triad cover; scored as necessary (refer to sample citation books). Books to be numbered (imprinted), on the side of the spine so the numbers can be read when stacked on a shelf. Bound (stapled) in sets of 20.
- 1.8 Numbering: Location: Front side of sheets 1,2,3 only, location as noted on samples
 Number from: 0000001 to
 Color of Number: Black crash or collator numbering
 Prefixes: Refer to Special Provisions

- 1.9 Perforating Specs: 2 horizontal: approximately 1/2" from top of form and 7/8" from top of form; parts 1,2,3 glued together with one glue stream between perforations.
- 1.10 Ink Specs: Citation/Notice: 2-sided printing; black ink, except as indicated.
Cover: Black ink. QUALITY: Citations shall be clean, clear and free of carbon smearing/smudging of NCR paper on Parts 2 and 3.
- 1.11 Additional Specs: Blueline proof required. Each set must be folded in half, lengthwise. Each book is bound by 2 heavy duty staples at the top. 20 sets per book. Invoice and ship directly to addresses provided.
- 1.12 Bar code: Code 128 type. Front side of sheets 1,2,3 only, location as noted on samples. Must be moisture resistant. Bar code must resist moisture to prevent bar code from smearing/bleeding when contacted by moisture.
- 1.13 Print Date: Print month and year that forms are being printed on bottom right corner of Parts 1 through 3, on bottom center of cover and right corner of envelopes (e.g. 10/14).
- 1.14 General: Show starting and ending numbers of forms on carton labels. Missing numbers must be listed on each carton. A list of missing numbers must also be provided. No overruns.
- 1.15 Quality: Citations shall be clean, clear and free of carbon smearing/smudging of NCR paper on Parts 2 and 3.
- 1.16 **ENVELOPE**
- 1.16.1 General: Separate from ticket. Use with Notice of Parking Infraction(s) and Notice of Traffic Infraction(s) only.
- 1.16.2 Finish Size: 8-7/8" x 7-1/2"
Flap: 8-3/8" x 3-5/8"
Other: Closed - 8-7/8" x 3-7/8" (#9 size)
- 1.16.3 Paper Specs: 24# white wove return mailer envelope (recycled content).
Mailer has a double flap, one for closure and one for the return portion of the envelope
- 1.16.4 Perforating Specs: 1 horizontal 3/4" from top envelope flap on back side, refer to sample
- 1.16.5 Ink Specs: 2-sided printing on envelope and flap, black ink
- 1.16.6 Additional Specs: Blueline proof required. Envelopes are finished closed, glue strip on flap to seal. Invoice and ship directly to various circuits as indicated.

1.16.7 Return Addresses As follows:

- a. District Court of the First Circuit - Traffic Violations Bureau
1111 Alakea Street, 2nd Floor
Honolulu, Hawaii 96813
- b. District Court of the Second Circuit
Traffic Violations Bureau
2145 Main Street, 1st Floor, Room 137
Wailuku, Hawaii 96793
- c. District Court of the Third Circuit - Hilo Division
Hale Kaulike
777 Kilauea Avenue
Hilo, Hawaii 96720
- d. District Court of the Third Circuit - Kona Division
Keakealani Building
79-1020 Haukapila Street, Room 219
Kealahou, Hawaii 96750
- e. District Court of the Third Circuit - South Kohala Division
Waimea Civic Center
67-5187 Kamamalu Street
Kamuela, Hawaii 96743
- f. District Court of the Fifth Circuit
3970 Kaana Street, Room 206
Lihue, Hawaii 96766

END OF SECTION 1

SECTION 2 - SPECIAL PROVISIONS

2.1 SCOPE

Work included in this agreement shall be to FABRICATE, PRINT, AND DELIVER VARIOUS TRAFFIC CITATION FORMS FOR THE JUDICIARY. All work shall be performed in accordance with these Special Provisions, Specifications and General Conditions Governing Contracts with the Judiciary dated February 2001, Procedural Requirements Governing RFP's and IFB's dated May 2003, and IFB attached hereto and by reference made a part hereof.

2.2 OFFICER-IN-CHARGE

For the purpose of this agreement, Ms. Linda Tom, Traffic Violations Bureau Manager, District Court of the First Circuit, telephone number (808) 538-5595, email linda.y.tom@courts.hawaii.gov , or her designee, is designated Officer-in-Charge.

2.3 TERM OF CONTRACT

The Contractor shall enter into a contract to fabricate, print, and deliver various citation forms for the Judiciary. All work shall commence upon receipt of the Notice to Proceed and all forms shall be **DELIVERED TO THE APPROPRIATE LOCATIONS BY DECEMBER 7, 2015 OR SOONER.**

2.4 OFFEROR QUALIFICATION

2.4.1 Experience

Offeror shall have at time of bid opening, a minimum of two (2) years printing experience in the State of Hawaii.

2.4.2 References

Offeror shall list on the Offer Form at least three (3) references in the State of Hawaii, for whom offeror has performed printing that is similar in nature and volume to services specified herein, that will qualify offeror to perform the project. The Judiciary reserves the right to contact the references provided, and the Judiciary reserves the right to reject the offer submitted by any offeror who has not performed printing that is similar in nature and volume to services required in this bid or whose performance on other jobs for this type of service has been proved unsatisfactory.

2.4.3 Local Representative

Offeror shall have and identify a local representative (in Hawaii) in order to qualify for bid. Local representative must have an office location on Oahu, from where he/she conducts his/her business during normal working hours and from where he/she will be accessible for requests or complaints. The local representative shall be available, accountable, and be responsible for the printing and delivering the citations for the entire duration of job. Failure on the part of the Offeror to meet this requirement shall result in rejection of bid.

2.5 OFFER PREPARATION

Any offer stating terms and conditions contradictory to those included herein shall be rejected without further consideration.

2.5.1 Legal Name

Offeror is requested to submit its bid under its exact legal name as registered at the Department of Commerce and Consumer Affairs, in the appropriate space(s) in the Offer form. Failure to do so may delay proper execution of the contract. The authorized signature on page 6 shall be an original signature in ink.

2.5.2 Bid Price

Bid prices shall include all labor, materials, transportation, handling, all applicable taxes and any other expenses necessary to furnish the citations. Offerors must submit an offer for all items and Circuits listed in order to qualify for award. **Should the Contractor be unable to complete and deliver the full order by the specified delivery due date per Sections 2.3 and 2.14, the Contractor shall air freight that portion of each order as identified in Section 2.14 of these Special Provisions.** See Section 2.14 -DELIVERY in these Special Provisions for further details. The cost to deliver a portion of the full order must be provided in the Offer Form.

2.5.3 Certification of Recycled Content

Offeror **shall** submit with the offer the attached SPO Form-8, State of Hawaii Certification of Recycled Content, certifying as to the recycled content of the white and yellow sheets, and chipboard and envelopes and signed by any official authorized to sign on behalf of the manufacturer and must be submitted with the bid.

2.5.4 Proposal Guaranty

A Proposal guaranty is not required for invitation for this IFB.

2.5.5 Bid Submittal (Samples)

Offers shall be accompanied by a sufficient number of samples of each form ordered, or by a sufficient number of Offeror's current samples for other work using similar construction and/or specifications, for testing and acceptance.

2.5.6 Hawaii General Excise Tax License

In accordance with Section 103-53.5, Hawaii Revised Statutes, offeror shall submit their current Hawaii General Excise Tax I.D. number in the space provided on the offer form.

2.6 SUBMISSION OF OFFER

Offerors shall submit their Offer Forms, Certification of Recycled Content Form, samples, and Certificate of Vendor Compliance (if available) **no later than 2:00 p.m., H.S.T. on the due date indicated on the Notice to Offerors to:**

The Judiciary
Financial Services Department
Contracts and Purchasing Office
Kauikeaouli Hale, 6th Floor
1111 Alakea Street
Honolulu, Hawaii 96813

Attn: Jonathan Wong

Offers should be submitted in envelope clearly marked with Bid Number and Title, and should include Offeror's name. **Proposals received after the above date and time specified will not be accepted and shall be returned to the offeror unopened.**

2.7 SAMPLE COPY

Sample copies of the forms to be printed may be picked up from the address listed below. It shall be the offeror's responsibility to examine the forms and further familiarize themselves with the amount and kind of work to be performed. Samples of the various citation books are also available for examination/inspection only, at the following location: Financial Services Department, 6th Floor, Kauikeaouli Hale, 1111 Alakea Street, 96813. No additional compensation will be made by reason of any misunderstanding or error regarding the forms to be fabricated and printed or the amount and kind of work involved. Submission of offer shall be evidence that the offeror understands the scope of the project and

will comply with the specifications if awarded the contract.

2.8 CONTRACT AWARD

2.8.1 Method of Award

Award, if any, shall be made to the responsive and responsible offeror submitting the **lowest Total Bid Price** or if applicable, an Evaluated Total Bid price if an Offeror qualifies for any preference indicated in this IFB. Bid price must be submitted for all items to qualify for award.

Evaluated bid price shall be based on the printing, binding and stationery work preference, and the recycled product preference, where applicable. The evaluated bid prices are for evaluation purposes only, and contract award shall be based on the actual price provided on the Offer Form.

2.8.2 Tax Clearance

HRS Chapter 237 Tax Clearance requirement for award. Pursuant to §103D328, HRS, prior to the execution of the contract, the successful Offeror shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate is valid for six (6) months from the most recent approval stamp date on the certificate and must be valid on the date received by the Judiciary. The Contractor is required to submit a tax clearance certificate, not over two months old, with an original green certified copy stamp, upon completion of the contract. The tax clearance certificate may be obtained from the following site: http://tax.hawaii.gov/forms/a1_1alphalist/ or by Fax/Mail at (808) 587-4242 or 1-800-222-3229.

2.8.3 Certificate of Compliance

HRS Chapters 383 (Unemployment Insurance), 386 (Workers' Compensation), 392 (Temporary Disability Insurance), and 393 (Prepaid Health Care) requirements for award. Instructions are as follows:

- a) Pursuant to §103D-310(c), HRS, the lowest responsive Offeror shall be required to submit a certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). The certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the Judiciary. A photocopy of the certificate is acceptable to the Judiciary.
- b) The certificate of compliance shall be obtained on the State of Hawaii, DLIR APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 103D310(c), HRS, Form LIR#27 which is available at <http://labor.hawaii.gov/forms/> or at the neighbor island DLIR District offices. The DLIR will return the form to the Offeror which in turn shall submit it to the Judiciary Contracts & Purchasing Office at 1111 Alakea Street, 6th Floor.
- c) The application for the certificate is the responsibility of the Offeror, and must be submitted directly to the DLIR, and not the Judiciary. However, the certificate shall be submitted to the Judiciary.

2.8.4 Compliance with Section 103D-310(c), HRS, for an entity doing business in the State.

The lowest responsive Offeror shall be required to submit a CERTIFICATE OF GOOD STANDING issued by the Department of Commerce and Consumer Affairs, Business Registration Division (BREG). The Certificate is valid for six months from date of issue and must be valid on the date it is received by the Judiciary. A photocopy of the certificate is acceptable to the Judiciary.

- a) To obtain the Certificate, the Offeror must first be registered with the BREG. A sole proprietorship, however, is not required to register with the BREG, and therefore not required to submit the certificate.
- b) On-line business registration and the Certificate are available at www.BusinessRegistrations.com . To register or to obtain the Certificate by phone, call (808) 586-2727 (M-F 7:45 to 4:30 HST). Offerors are advised that there are costs associated with registering and obtaining the Certificate.

2.8.5 Hawaii Compliance Express.

Alternatively, instead of separately applying for the above certificates at the various agencies, Offerors may choose to use the Hawaii Compliance Express (HCE) allows businesses to register online through a simple wizard interface. The following HCE website at <https://vendors.ehawaii.gov/hce/splash/welcome.html> expedites the process in applying for and furnishing proof of compliance with the requirements of Chapter 103D-310(c), HRS. Offerors are advised that there is an annual fee associated with HCE. Offerors choosing not to participate in the HCE program will be required to provide paper certificates as instructed in the sections previous to this one.

Final Payment Requirements. A Hawaii Compliance Express Certificate (or equivalent individual certificates above) will be required for final payment.

2.8.6 Timely Submission of Certificate

The above certificate should be applied for and Contractor shall be compliant with the requirements of Chapter 103D-310(c) prior to award of contract. If a valid certificate is not submitted to the Judiciary on a timely basis for award of a contract, an offer responsive and responsible may not receive the award.

2.9 CONTRACT EXECUTION

The successful offeror receiving award shall be required to enter into a formal written contract with the Judiciary. A performance bond is not required for this contract.

2.10 PROOFS

Contractor shall develop and present for approval initial proofs to the Officer-in-Charge within 14 calendar

days from the date of the Notice to Proceed. Contractor shall not print any form until the Officer-in-Charge or her designee, have approved in writing the proofs submitted by Contractor. If the first proof of any form included in the Agreement is not in compliance with the Specifications, General Conditions and these Special Provisions, the Officer-in-Charge or her designee shall reject the proof in writing and in the same notice and with appropriate markings on the proof shall notify Contractor of corrections needed. Said rejection shall be mailed within 7 calendar days to Contractor and shall also be communicated orally to Contractor. Within 7 calendar days after mailing date of said rejection, Contractor shall submit a proof which is in compliance with all of the Specifications, General Conditions and these Special Provisions: if the Contractor fails to timely make said resubmittal as to any form included in the Agreement, then the Judiciary shall have the right to cancel its entire Agreement with the Contractor forthwith in the same manner as is provided for Breach of Contract in Section C.7. of the General Conditions. For the return envelopes, the Contractor must obtain camera ready artwork from the U.S. Postal Service, Business Mailing Entry, for all circuits' envelopes to insure that all format requirements are met. The Contractor must provide the Officer- in-Charge a copy of this artwork for each circuits' return envelope for approval prior to Contractor's printing of the envelopes.

2.11 QUANTITY

Quantities listed herein are for the exact amount. Contractor must deliver the exact amount - no overruns or underruns. The Judiciary will not pay for any overruns that the Contractor delivers. However, should there be a need to increase the total quantity prior to runoff, the price per set for the additional quantity shall be the same as or less than the price quoted in the Bid Proposal. Prices for quantities ordered thereafter during the remainder of the contract period may be negotiated with CONTRACTOR

	<u>Description - Citations</u>	<u>Quantity</u>
2.11.1	<u>District Court of the First Circuit</u>	
	Citation for Traffic Crime(s) Arrest	135,000 sets
	Notice of Parking Infraction(s)	225,000 sets
	Notice of Traffic Infraction(s)	250,000 sets
2.11.2	<u>District Court of the Second Circuit</u>	
	Citation for Traffic Crime(s) Arrest	35,000 sets
	Notice of Parking Infraction(s)	40,000 sets
	Notice of Traffic Infraction(s)	50,000 sets
2.11.3	<u>District Court of the Third Circuit</u>	
	1. Citation for Traffic Crime(s) Arrest	
	• Hilo	35,000 sets
	• Kona	15,000 sets

- South Kohala 8,000 sets
- b. Notice of Parking Infraction(s)
 - Hilo 34,000 sets
 - Kona 15,000 sets
 - South Kohala 8,000 sets
- c. Notice of Traffic Infraction(s)
 - Hilo 51,000 sets
 - Kona 20,000 sets
 - South Kohala 16,000 sets

2.11.4 District Court of the Fifth Circuit

- Citation for Traffic Crime(s) Arrest 10,000 sets
- Notice of Parking Infraction(s) 10,000 sets
- Notice of Traffic Infraction(s) 23,000 sets

2.11.5	<u>Description - Envelopes</u>	<u>Quantity</u>
a.	District Court of the First Circuit	300,000
b.	District Court of the Second Circuit	40,000
c.	District Court of the Third Circuit	
	• Hilo	35,000
	• Kona	15,000
	• South Kohala	12,000
d.	District Court of the Fifth Circuit	10,000

2.12 NUMBERING

The starting citation number for each of the various citations are as follows:

2.12.1	<u>First Circuit</u>	<u>Starting Citation Nos.</u>
	Citation for Traffic Crime(s) Arrest	1DTC-16-000001
	Notice of Parking Infraction(s)	1DTP-16-000001
	Notice of Traffic Infraction(s)	1DTI-16-000001
2.12.2	<u>Second Circuit</u>	
	Citation for Traffic Crime(s) Arrest	2DTC-16-000001
	Notice of Parking Infraction(s)	2DTP-16-000001
	Notice of Traffic Infraction(s)	2DTI-16-000001
2.12.3	<u>Third Circuit</u>	
	Citation for Traffic Crime(s) Arrest	

- Hilo 3DTC-16-000001
- Kona 3DTC-16-040001
- South Kohala 3DTC-16-060001

Notice of Parking Infraction(s)

- Hilo 3DTP-16-000001
- Kona 3DTP-16-035001
- South Kohala 3DTP-16-055001

Notice of Traffic Infraction(s)

- Hilo 3DTI-16-000001
- Kona 3DTI-16-055001
- South Kohala 3DTI-16-080001

2.12.4 Fifth Circuit

- Citation for Traffic Crime(s) Arrest 5DTC-16-000001
- Notice of Parking Infraction(s) 5DTP-16-000001
- Notice of Traffic Infraction(s) 5DTI-16-000001

2.13 PACKAGING

All citation forms shall be packaged in uniform sized cartons of high strength with appropriate shimming and containing no more than 1,000 forms per carton. Packing should be of such a nature that forms will not be damaged during shipment. All boxes shall be clearly marked on the side of the box with the appropriate Circuit, Division, form name, and form number sequence. All envelopes shall be packaged 400 pieces per box and 5 boxes per case (2,000 envelopes per case).

2.14 DELIVERY

All citations shall be delivered directly to the appropriate Circuits, and in the case of the Third Judicial Circuit to its respective Divisions, by **December 7, 2015 or sooner**. If Contractor is unable to deliver citation forms by the above delivery due date, Contractor's offer may not be accepted for award.

If Contractor fails to make timely delivery as provided herein, in addition to any other recourse which the Judiciary may have, the Judiciary may terminate the Agreement in accordance with the General Conditions.

In addition, the parties agree that time is of the essence, therefore, if the awarded Contractor cannot deliver the required order by the specified delivery due date, the Judiciary may request the Contractor to air freight that portion (quantities listed below) of each Circuit's order. Contractor must complete the air freight cost section in the Offer Form. If it becomes necessary to air freight

citations forms, Contractor will be required to provide the Judiciary with itemized detail of cost and other supporting documentation for this service.

The Judiciary will be responsible for the air freighting cost only if the delay in delivery can be attributed to causes beyond Contractors control. If not, Contractor will be responsible for the cost to air freight order to meet the delivery deadline above. The remaining balance of order must be delivered to each respective Circuit’s location within 2 weeks of original deadline.

Per the instructions above, The Judiciary may request the Contractor to air freight the following minimum quantities of each Circuit’s order:

<u>Circuit</u>	<u>Traffic Crime(s)</u>	<u>Parking Infraction(s)</u>	<u>Traffic Infraction(s)</u>	<u>Envelopes</u>
1 st	43,000 sets	53,000 sets	44,000 sets	None
2 nd	15,000 sets	15,000 sets	15,000 sets	None
3 rd	None	None	None	None
5 th	5,000 sets	5,000 sets	12,500 sets	None

Contractor shall be responsible for any damage to the forms/envelopes up until actual delivery of the forms/envelopes to the appropriate Circuit. The Officer-in-Charge shall determine if Contractor shall replace or reimburse the Judiciary a prorated cost of the damaged forms.

All deliveries including air freight order shall be made **to the room numbers indicated below** unless otherwise instructed in this section, and shall include the stacking of cartons of forms in the appropriate drawing sequence for easy retrieval.

The delivery addresses of the Circuits and Divisions are as follows:

District Court of the First Circuit
Attn: Yvette Tsuruda (808-538-5621)
Traffic Violations Bureau, Control Section
1111 Alakea Street, 1st Floor
Honolulu, Hawaii 96813

District Court of the Second Circuit

Attn: Lisa Tamayose, Supervisor (808-244-2817)

Traffic Violations Bureau

2145 Main Street, 1st Floor, Room 137

Wailuku, Hawaii 96793

District Court of the Third Circuit - Hilo Division

Attn: Ulu Johnasen, Supervisor (808-961-7556)

Hale Kaulike

777 Kilauea Avenue, Loading Dock

Hilo, Hawaii 96720

District Court of the Third Circuit - Kona Division

Attn: Star Halemau, Supervisor or May Kirihara (808-322-8700)

Keakealani Building

79-1020 Haukapila Street, Room 219

Kealakekua, Hawaii 96750

District Court of the Third Circuit - South Kohala Division

Attn: Shirley O'Conner, Supervisor (808-443-2039)

Waimea Civic Center

67-5187 Kamamalu Street, Courtroom 1

Kamuela, Hawaii 96743

District Court of the Fifth Circuit

Attn: Wanda S. Shimizu, Supervisor (808-482-2326)

3970 Kaana Street, Room 206

Lihue, Hawaii 96766

2.15 TECHNICAL ASSISTANCE

Contractor must provide satisfactory systems and technical assistance and keep the Judiciary abreast of innovations in the realm of business forms and systems.

2.16 MODIFICATIONS

Modifications may be made to the Specifications, Special Provisions or other parts of this agreement after formal bid opening if it is in the best interest of the Judiciary.

Before formal bid opening, Judiciary reserves the right to notify all bidders by Addendum of any changes in Specifications or Special Provisions. If Judiciary does so, Judiciary shall thereafter provide a reasonable time period for bidders to incorporate said changes into their bids.

2.17 QUALITY OF PRODUCT

Work to be done shall be of a professional quality. Forms shall be clean, clear and free of carbon smearing. Printing shall be uniform in shade and legible and shall have no inking irregularities. Perforations, gluing, numbering, etc. shall be placed and performed exactly as specified. If a significant number of citations printed are found to be defective or not in accordance to specifications, the Contractor will be required to print and deliver the equivalent number of citations/notices that have been determined to be defective or unusable. The Contractor must print and deliver these forms within 45 days at no additional cost to the Judiciary. In addition to any other remedies which the Judiciary may have under the Agreement or otherwise, Contractor agrees that if the quality of the work is not satisfactory as judged by the Administrative Director of the Courts, it may be considered as non-performance of contract.

2.18 LIQUIDATED DAMAGES

It is mutually understood and agreed by and between the parties to the contract that time is of the essence of this Agreement and that any failure on the part of the Contractor, as to any part or parts of the proposal, to satisfactorily perform all work and to complete delivery of any items in the contract within the time that he/she proposed to make delivery, shall damage the Judiciary, and the amounts of said damages being difficult, if not impossible, of definite ascertainment and proof, liquidated damages shall be the sum of ONE HUNDRED DOLLARS (\$100.00) for each and every calendar day the Contractor delays in the completion of any item of the contract after the required date of said completion. However, should the current supply of forms be depleted or unusable at the point of distribution (i.e. Police Dept., etc.), due to the Contractor's failure to satisfactorily perform all work and to complete delivery of any items in the contract within the time that he/she proposed to make delivery,

said amounts of Liquidated Damages shall then be estimated, agreed upon and fixed at the sum of NINE THOUSAND AND NO/100 DOLLARS (\$9,000.00) for each and every calendar day in lost revenues to the Judiciary plus the cost charged by a new Contractor to perform the job and to air freight all forms to Hawaii, all of which shall be chargeable to Contractor in the event of Contractor's failure to satisfactorily and timely complete delivery of the product required, and the Contractor hereby agrees to pay the Judiciary as liquidated damages, and not by way of penalty, such total sum as shall be due for such delay, computed as aforesaid, which liquidated damages shall be deducted from any payments due or to become due to the Contractor, and should such payments due be insufficient, Contractor hereby agrees to pay any excess over such payments.

2.19 INVOICING AND PAYMENT

Contractor shall be remunerated upon satisfactory delivery of goods to the appropriate location as specified in Section 2.14 - Delivery of these Special Provisions.

Invoices shall be submitted in triplicate to the appropriate addresses listed below.

District Court of the First Circuit
Attn: Fiscal Office
1111 Alakea St., 9th Floor
Honolulu, Hawaii 96813

District Court of the Second Circuit
Attn: Fiscal Office
2145 Main St., Room 137
Wailuku, Hawaii 96793

District Court of the Third Circuit
Attn: Fiscal Office
777 Kilauea Avenue
Hilo, Hawaii 96720-0879

District Court of the Fifth Circuit
Attn: Fiscal Office
3970 Kaana Street, Room 205
Lihue, Hawaii 96766

2.20 RECYCLED PRODUCT PREFERENCE

As specified in the General Requirements of the Specifications, Offeror shall provide the white and yellow sheets (paper), chipboard and envelopes as a recycled product.

A five percent (5%) price preference for recycled product shall be given to the offeror who **offers the entire form** as specified above **including** the blue colored sheet (paper) and wrap-around cover in recycled paper of 30% post-consumer recovered material. To be considered as a recycled product, **the entire form** must be made of recycled paper. A form consisting of both recycled and virgin paper will be considered as virgin paper. Offeror requesting a preference for recycled product shall list each recycled product offered on the attached SPO Form-8, Certification of Recycled Content and submit the form with the bid. Offeror **shall** indicate in the space provided on the Offer Form whether the entire form is being offered as a recycled product and a preference is being requested.

2.21 PRINTING PREFERENCE

Section 103D-1003, Hawaii Revised Statutes, as amended, states that all bids submitted for printing, binding and stationery contracts for the State in which **all** work will be performed in-state, including **all** preparatory work, press work, bindery work, and any other production-related work, to include shipping costs shall receive a fifteen percent preference for bid evaluation.

Where bids are for work performed in-state and out-of-state, then for the purpose of selecting the lowest bid submitted only, the amount bid for work performed out-of-state shall be increased by fifteen (15) percent. The lowest total bid, taking the preference into consideration, shall be awarded the contract unless the solicitation provides for additional award criteria. The contract amount awarded, however, shall be the amount of the price offered, exclusive of the preference.

No payment shall be made by the State for printing, binding or stationery work unless it appears that the work was done within the State or was authorized to be done outside the State pursuant to said Act.

The offeror shall indicate, in the space provided on the Offer Form, the location of the shop to be used in performing **all** of the work if awarded the contract.

2.22 INTERPRETATION OF PROVISIONS

Notwithstanding any other provisions, if there is any doubt as to the interpretation of any of the provisions

of this agreement, the interpretation made by the Financial Services Director, shall govern and control. In addition, the parties hereto agree that said Financial Services Director, shall have the sole power to decide and resolve matters which may come up in the future and which are not covered by this Agreement.

2.23 AMENDMENTS

The contract may be amended by the Judiciary and the Contractor for the purpose of curing ambiguity, or of curing, correcting or supplementing any defective provisions contained therein, or in regard to matters or questions arising under the contract as may be deemed necessary, provided that any such changes or modifications shall be in writing signed by the Judiciary and the Contractor.

2.24 STRICT PERFORMANCE

The parties, by this Agreement, recognize that the JUDICIARY has a right to insist upon strict performance by CONTRACTOR. Any failure by JUDICIARY to insist upon strict performance of any provisions of this Agreement, or to exercise any right based upon a breach thereof, or the acceptance of any performance during any such breach, shall not constitute a waiver of any rights of JUDICIARY under this Agreement.

2.25 CONFLICT AND VARIATIONS

In the event of any conflict or variation between the provision of this document entitled Special Provisions and the Specifications, the provisions of the document entitled Specifications shall control.

END OF SECTION 2

SECTION 3 - OFFER FORM
INVITATION FOR BIDS NO. J16185
TO FABRICATE, PRINT, AND DELIVER
VARIOUS TRAFFIC CITATION FORMS FOR
THE JUDICIARY, STATE OF HAWAII

OFFEROR: _____

Honolulu, Hawaii
_____, 2015

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

Dear Financial Services Director:

The undersigned has carefully read and understands the terms and conditions specified in the specifications and special provisions made a part hereto, and the General Conditions and Procedural Requirements, by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all according to the true intent and meaning thereof, 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 Various Traffic Citation Forms for The Judiciary, State of Hawaii** in strict compliance with the Agreement, Specifications, Special Provisions, and General Conditions dated February 2001 attached hereto and by reference made a part hereof for the lump sum bid of:

_____ Dollars (\$_____).

A. District Court-First Judicial Circuit

	<u>Price per Thousand</u>	x	<u>Quantity in Thousands</u>	=	<u>TOTAL BID PRICE*</u>
1. Traffic Crimes(s) Arrest	\$ _____		135		\$ _____
2. Parking Infraction(s)	\$ _____		225		\$ _____
3. Traffic Infraction(s)	\$ _____		250		\$ _____
4. Envelopes	\$ _____		300		\$ _____
First Judicial Circuit's Total					\$ _____

B. District Court-Second Judicial Circuit

	<u>Price per Thousand</u>	x	<u>Quantity in Thousands</u>	=	<u>TOTAL BID PRICE</u>
5. Traffic Crimes(s) Arrest	\$ _____		35		\$ _____
6. Parking Infraction(s)	\$ _____		40		\$ _____
7. Traffic Infraction(s)	\$ _____		50		\$ _____
8. Envelopes	\$ _____		40		\$ _____
Second Judicial Circuit's Total					\$ _____

C. District Court-Third Judicial Circuit

	<u>Price per Thousand</u>	x	<u>Quantity in Thousands</u>	=	<u>TOTAL BID PRICE</u>
9. Traffic Crime(s) Arrest					
Hilo	\$ _____		35		\$ _____
Kona	\$ _____		15		\$ _____
South Kohala	\$ _____		8		\$ _____

	<u>Price per Thousand</u>	x	<u>Quantity in Thousands</u>	=	<u>TOTAL BID PRICE</u>
10. Parking Infraction(s)					
Hilo	\$ _____		34		\$ _____
Kona	\$ _____		15		\$ _____
South Kohala	\$ _____		8		\$ _____
11. Traffic Infraction(s)					
Hilo	\$ _____		51		\$ _____
Kona	\$ _____		20		\$ _____
South Kohala	\$ _____		16		\$ _____
12. Envelopes					
Hilo	\$ _____		35		\$ _____
Kona	\$ _____		15		\$ _____
South Kohala	\$ _____		12		\$ _____
Third Judicial Circuit's Total					\$ _____

D. District Court-Fifth Judicial Circuit

	<u>Price per Thousand</u>	x	<u>Quantity in Thousands</u>	=	<u>TOTAL BID PRICE</u>
13. Traffic Crime(s) Arrest	\$ _____		10		\$ _____
14. Parking Infraction(s)	\$ _____		10		\$ _____
15. Traffic Infraction(s)	\$ _____		23		\$ _____
16. Envelopes	\$ _____		10		\$ _____
Fifth Judicial Circuit's Total					\$ _____

TOTAL BID (ALL CIRCUITS) \$ _____**
(A+B+C+D Circuit Totals)

* Bid price shall be for the stated quantities. However, should there be a need to increase the total quantity prior to runoff, the price for the additional quantity shall be the same as or less than the stated price per thousand. Prices for quantities ordered thereafter during the remainder of the contract period may be negotiated with Contractor.

** Total Bid Price should agree with the Bid Price specified on page 1 of the Offer Form.

If necessary, the cost to air freight a portion of each Judicial Circuit's order will be paid by the responsible party as specified in **Section 2.14 of the Special Provisions. This section must be completed.**

<u>Judicial Circuit</u>	<u>Air Freight Cost</u>
First Circuit	\$ _____
Second Circuit	\$ _____
Third Circuit	\$ <u>None Required</u>
Fifth Circuit	\$ _____

E. Name, address and phone number of Offeror's Local representative on Oahu, as requested in the Special Provisions Section 2.4.3:

F. References as requested in the Special Provisions Section 2.4.2:

Company/Agency	Address	Person to Contact	Telephone
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

G. Number of years of printing experience in the State of Hawaii: _____

H. Bidder's attention is invited to Section 103D-1003, Hawaii Revised Statutes, for a complete statement of the law regarding Hawaii Printing Preference (included in Special Provisions). All work shall be performed at:

In State _____ Out-of-State _____

(location of printshop)

I. Recycled Product Preference (see section 2.20 of the special provision) Yes _____ No _____

J. Estimated number of weeks required for prep work, printing and delivery: _____

K. Is Offeror HCE compliant: _____

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 execute

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 _____

Respectfully submitted,

Offeror: _____
Exact Legal Name of Offeror)

Signature: _____

Name: _____

Title: _____

Date: _____

Phone: _____ Fax No: _____

Email Address: _____

END OF SECTION 3