

## **Framing Specifications**

## Framing Specifications for Thirty-Nine (39) Photographs

Image Area & Paper Size = (h x w)

Landgraf, Kapulani

“Mamakakaua” (5759)



- Each photograph will get its own frame
- Image Area: 22 ½” x 16”
- Paper Size: 24” x 19”
- Acid-free white matte, in a black frame, brand name or equal to Larson-Juhl Item #303180
- Cranbrook II Ebonized Walnut ¾”
- Complete installation of all hanging hardware, D-rings, wire etc.
- Plexiglass

# CRANBROOK II

EBONIZED WALNUT, 3/4" BEVEL / SLOPE, CAP

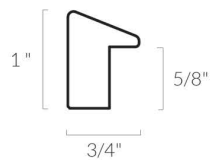
The fine furniture finish and minimal, clean lines are what make this Cranbrook moulding so versatile, a great choice for transitional artwork and interiors.

ITEM NUMBER  
303180

FINISH DESCRIPTION  
Matte, Stain

SUBSTRATE  
Walnut

STYLE  
Modern



OVERALL SIZE  
Width : 3/4"  
Rabbet Height : 5/8"

PROFILE SCALE  
Full Size (1:1) when printed

## **Mandatory Minimum Requirements**

## Written Statement

Offerors shall submit a brief written statement in their proposal demonstrating a willingness and ability to satisfy the Specifications and Requirements listed in this RFP.

## Required Forms

Offeror required to complete the forms listed below and include with Offeror's proposal. All forms are attached at the end of this RFP.

- Offer Form OF-1
- Offer Form OF-2

## Minimum Proposal Requirements and Qualifications

1. Offeror shall submit a brief written statement demonstrating willingness and ability to complete framing services as described in the "Framing Project Specifications" section attached above.
2. Offeror shall complete the project with framed works ready for pick-up on 02/22/2023.
3. Offeror shall complete and include OFFER FORM OF-1.
4. Offeror shall complete and include OFFER FORM OF-2.
5. Offeror shall include all fees for labor, materials, packaging, GET and taxes in final offer price.
6. Pursuant to HRS §103D-310(c), the selected Offeror shall at the time of award be compliant with HCE (Hawaii Compliance Express) and all laws governing entities doing business in the State of Hawaii.

## Payment to Hawaii Information Consortium, LLC dba NIC Hawaii

HlePRO is administered by Hawaii Information Consortium, LLC. NIC Hawaii shall invoice the Offeror directly for payment of transaction fees (0.75% of award). Payment must be made to NIC Hawaii within thirty (30) days from receipt of invoice. HIC is an intended third-party beneficiary of transaction fees, which are used to fund the operation, maintenance, and future enhancements of the HlePRO system.

## SFCA Responsibilities

1. Drop-off of unframed works at Offeror's business location.
2. Pick-up of completed framed works from Offeror's business location.

## Method of Payment

Offeror shall furnish a fixed price or a reasonable estimate of cost of service(s), for which there is sufficient operating capacity to meet the specifications and requirements as outlined in this RFP.

Pursuant to HRS § 103-10, the State shall have thirty (30) calendar days after receipt of invoice of satisfactory completion of the framing project to make a fixed price payment. For this reason, the State will reject any offer submitted with a condition requiring payment within a shorter period

The State will not recognize any requirement established by the Offeror and communicated to the State after the award of the contract, which requires payment within a shorter period not in conformance with the statute.

## Firm Offers

Responses to this RFP, including proposed costs and/or fees will be considered firm.

## Schedule and Significant Dates

The Schedule below represents the State’s best estimate of the schedule that will be followed. All times indicated are Hawaii Standard Time (HST). If a component of this schedule, such as “Proposal Due date/time” is delayed, the rest of the schedule will likely be shifted by the same number of days. Any change to the RFP Schedule and Significant Dates shall be reflected in and issued in an addendum. The approximate schedule is as follows:

|   |                              |
|---|------------------------------|
| Release of Request for Proposals                        | Date: 11/01/2022 (tentative) |
| Offeror Due date to Submit Questions                    | Date: 11/11/2022             |
| State’s Response to Questions                           | Date: 11/16/2022             |
| Offeror’s Proposals Due date/time                       | Date: 11/30/2022 (4:30pm)    |
| Proposal Evaluations                                    | Date: 12/01/2022             |
| Discussion with Priority Listed Offerors (if necessary) | Date: 12/01/2022             |
| Best and Final Offer (if necessary)                     | Date: 12/02/2022             |
| Notice of Award   | Date: 12/02/2022             |
| Pick-up Framed Works Deadline                           | Date: 02/22/2023             |

## Point-of-Contact

From the release date of this RFP until the successful selection of a framer, any inquiries and requests shall be directed to the sole point-of-contact identified below.

Nate Balcombe  
250 S. Hotel Street 2<sup>nd</sup> Fl.  
Honolulu, HI. 96813  
[nathan.d.balcombe@hawaii.gov](mailto:nathan.d.balcombe@hawaii.gov)  
(808) 586-0902

## Questions and Answers Regarding RFP Contents Prior to Opening of Proposals

If a prospective Offeror believes that any provision of this RFP is unclear, potentially defective, or would prevent from providing a meaningful offer, the Offeror may submit questions electronically through HlePRO.

Offerors are cautioned about including context in questions that may reveal the source of questions. The identity of potential Offerors will not be published with the answers, but the text of questions will be restated, to the extent possible, to exclude information identifying potential Offerors.

The State will respond to all questions through Addenda/Amendments by the date specified in *RFP Schedule and Significant Dates*, as amended.

Deadline for all submissions of questions: Date: 11/11/2022 Time: 4:30pm HST

Date SFCA will respond to applicant questions: Date: 11/16/2022 Time: 4:30pm HST

## **Required Review**

Before submitting a proposal, each Offeror must thoroughly examine this RFP, any attachment, addendum, and other included document, to ensure Offeror understands the requirements of the RFP.

## **Proposal Review and Award without Discussions**

In the initial phase of the evaluation process, the State will review all proposals timely received. Unacceptable proposals (non-responsive proposals not conforming to RFP requirements) will be eliminated from further consideration.

The State reserves the right to award on receipt of initial proposals without an opportunity for discussion or proposal revision, so Offerors are encouraged to submit their most favorable proposal at the time established for receipt of proposals. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and/or written revisions of proposals.

## **Additional Information**

If needed, the Offeror shall provide additional information regarding aspects of an Offeror's Proposal within three (3) business days of the State's request unless the State specifies another period. As noted, each Offeror shall submit only one proposal. If an Offeror submits more than one Proposal, then the State reserves the right to reject and/or dismiss the Offeror from the RFP process.

## **Exceptions**

Should Offeror take any exception to the terms, conditions, specifications, or other requirements listed in the RFP, Offeror shall list such exceptions the proposal. Offeror shall reference the RFP section where exception is taken, a description of the exception taken, and the proposed alternative, if any. The State reserves the right to accept or not accept any exceptions.

No exceptions to statutory requirements of the AG General Conditions shall be considered.

## **Public Examination of Proposals**

Except for confidential portions, the proposals shall be made available for public inspection upon posting of award pursuant to HRS §103D-701. If a person is denied access to a state procurement record, the person may appeal the denial to the Office of Information practices in accordance with HRS §92F-42(12).

## **Debriefing**

Pursuant to HAR §3-122-60, a non-selected Offeror may request a debriefing to understand the basis for award. A written request for debriefing shall be made within three (3) working days after the posting of the award of the contract. The Procurement Officer shall hold the debriefing within seven (7) working days to the extent practicable from the receipt date of written request.

Any protest by the requestor following a debriefing, shall be filed within five (5) working days, as specified in HAR §103D-303(h).

## **Cancellation**

The State reserves the right that this RFP may be cancelled and any time or all proposals rejected in whole or in part, without liability to the State, when it is determined to be in the best interest of the State, pursuant to HAR §3-122-96 thru HAR §3-122-97.

## **Protest Procedures**

Pursuant to HRS §103D-701 and HAR §3-126-3, an actual or prospective Offeror who is aggrieved in connection with the solicitation or award of a contract may submit a protest. Any protest shall be submitted in writing to the Procurement Officer at:

Procurement Officer  
State Foundation on Culture and the Arts  
250 S. Hotel Street, 2<sup>nd</sup> fl.  
Honolulu, HI. 96813

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers. Further provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award or if requested, within five (5) working days after the Procurement Officer's debriefing was completed.

The notice of award, if any, resulting from this solicitation shall be posted on the Procurement Awards, Notices and Solicitations (HANDS), which is available on the SPO website:

[Hawaii Awards & Notices Data System \(ehawaii.gov\)](http://ehawaii.gov)



# OFFER FORM OF-1

Procurement Officer  
State Foundation on Culture and the Arts  
250 S. Hotel Street, 2<sup>nd</sup> Floor  
Honolulu, Hawaii 96813

Dear Procurement Officer:

The undersigned has carefully read and understands the terms and conditions specified in this RFP and the Specifications attached hereto, and in the General Conditions, and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) The undersigned is declaring the offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) The undersigned is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Offeror is:

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

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

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

Payment address (if different than street address below): \_\_\_\_\_ City, State, Zip Code

Business address (street address): \_\_\_\_\_ City, State, Zip Code

Respectfully submitted:

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

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

Telephone: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Exact Legal Name of Company (Offeror)

**ATTACHMENT 1  
OFFER FORM**

**OF-1**

**OFFER FORM OF-2**

Total cost of professional services needed for framing thirty-nine (39) photographs before 02/22/2023 project deadline.

\$ \_\_\_\_\_

**Note: Pricing shall include labor, materials, supplies, all applicable taxes, and any other costs incurred to provide the specified services.**

Offeror \_\_\_\_\_