

STATE OF HAWAII
STATE PROCUREMENT OFFICE

HONOLULU, HAWAII

AUGUST 19, 2024

ADDENDUM 1

TO

INVITATION FOR BIDS NO. 25002

PRINTING AND DELIVERING WINDOW ENVELOPES -
STATEWIDE

ANSWERS TO QUESTIONS AND AMENDMENT FOR IFB NO. 25002

1. What do you currently pay for these services?

Current prices can be found on Price List Contract No. 23-02 Window Envelopes at <https://spo.hawaii.gov/wp-content/uploads/2023/04/PL-23-02-Window-Envelopes-Change-No.-1-part-2-signed.pdf>

Note: If link does not work, please cut and paste the URL to your browser.

2. In regards to Section 2.9 about Offer Form OF-1, is electronic signature with audit trail acceptable instead of original, wet ink signature?

Yes, refer to Section 2.9.1 Offer Form, OF-1.

The authorized signature on the first page of the Offer Form shall be an original signature in ink, which shall be required before an award, if any, can be made, **or the authorized signature on the Offer Form, OF-1 shall be an electronically signed signature with audit trail.** The submission of the bid on HlePRO shall indicate Bidder's intent to be bound.

3. For the HlePRO submission due on August 22nd by 2:30 PM HST, are all documents (OF-1, OF-2, and OF-3) due as bid attachments by that time? Or is it only the total offer that is due? We are seeking clarification because Section 2.9 states: "The

authorized signature on the first page of the Offer Form shall be an original signature in ink, which shall be required before an award, if any, can be made...”

Yes, all documents including OF-1, OF-2, OF-3, Certificate of Recycled Content, and Tax Equalization Certificate forms are required to be submitted as attachments on HlePRO by the submission deadline. See change to Subsection 2.12.1 below.

- 4. In Exhibit B, there is an example of printing on the back of a prior envelope for DLNR. Do any of the items in this bid require printing on the back?**

Yes, in Exhibit B, DHS-Appeals Office provided a sample with a printed back.

- 5. In OF-3, items C, D, F, G, and H have quantities of zero. Are these quantities subjected to change and if so, historically, what is the previous usage?**

Yes, quantities are subject to change. The participating agencies have the option to increase the quantity requirements before the order deadline.


The previous agency requirements can be found on the Price List Contract No. 23-02 Window Envelopes at <https://spo.hawaii.gov/wp-content/uploads/2023/04/PL-23-02-Window-Envelopes-Change-No.-1-part-2-signed.pdf>

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The following change is made to the IFB:

1. Change Section 2.12 Format Instructions for Submitting Bid on HlePRO

2.12.1 Format. Bids shall be submitted as attachments, including OF-1, OF-2, OF-3, Certificate of Recycled Content, and Tax Equalization Certificate, on HlePRO.


Carey Ann Sasaki (Aug 19, 2024 15:03 HST)

CAREY ANN SASAKI
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