



**DEPARTMENT OF BUSINESS,
ECONOMIC DEVELOPMENT & TOURISM**
KA 'OIHANA HO'OMŌHALA PĀ'OIHANA, 'IMI WAIWAI
A HO'OMĀKA'IKĀ'I

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October 28, 2024

REQUEST FOR PRINTING QUOTES
Design, Printing, Storage and Delivery of 50,000
State of Hawai'i "Important" Envelopes

Via: HlePRO State of Hawaii eProcurement

General Description:

This work involves printing, storage and delivery of fifty thousand (50,000) State of Hawai'i "important" envelopes. The printer awarded this project shall work under the supervision of the Department of Business, Economic Development and Tourism (DBEDT) Tourism Research Branch, to complete the following tasks starting in January 2025 through approximately December 2025 (or until envelope inventory is depleted).

1. See attached for the current "Important" envelope artwork design. Envelope size: 9.5 inches x 12.5 inches, 1/0, black no bleed, currently printed on water-resistant, self-adhesive and resealable, 26# Herculink with Peerless Tac closure.
2. The printer shall layout the artwork and submit to DBEDT for review.
3. Upon DBEDT's approval, print the artwork on the envelopes. Interested bidders may propose another type of envelope with the same dimension. However, the material must be of equal or better quality than the envelopes currently in use.
4. Package the envelopes in cartons of 500 envelopes per carton. The envelopes shall be stored at the printer's facility.
5. The printer shall deliver specified quantities of envelopes within two (2) business days upon request by DBEDT. Deliveries shall be made to airlines at their ticket counters at the Daniel K. Inouye International Airport; to the Department of Agriculture (DOA) Plant Quarantine Office located by the airport; and to airline supply centers located on O'ahu (exact addresses to be provided). Please email DBEDT with proof of delivery (signed packing slip, etc.) after each delivery is made.
6. Occasionally, the printer shall also assist in packaging for delivery via FedEx, specified quantities of envelopes to DOA Offices and to airline offices located at the Lihue, Kahului, Hilo and Ellison Onizuka airports. DBEDT will provide the printer with

DBEDT's FedEx account number to cover mailing expenses. Please email DBEDT with proof of completion (receipt, etc.) for each FedEx mailing request. The printer shall not use the DBEDT FedEx account number for any other purposes without approval from DBEDT.

Proof: Provide proof of the important envelope for DBEDT review prior to printing.

Format: (Total price including taxes and all delivery and storage charges)

Deadline for Questions: 4:00pm on November 11, 2024

Deadline for Quote: 4:00pm November 18, 2024