

**TO FABRICATE, PRINT AND DELIVER NOTICE OF ENTRY OF
JUDGMENT AND/OR ORDER
ALSO KNOWN AS CRIMINAL DISPOSITION FORM
DISTRICT COURT OF THE FIRST CIRCUIT
THE JUDICIARY, STATE OF HAWAII**

Description:

The District Court of the First Circuit of the Judiciary, State of Hawaii, is soliciting quotes to fabricate, print and deliver 50,000 sets of Notice of Entry of Judgment and/or Order also known as Criminal Disposition form. Contractor shall be responsible for all costs for labor, equipment, materials, transportation and other appurtenances necessary to provide such forms.

Sample forms are available upon request, for inspection of construction. Contractor is required to produce forms identical to the sample in every aspect, except wording changes as shown on the PDF file. The Judiciary has included written specifications; however, the Judiciary makes no warranty that these written specifications are in fact identical in all aspects with the sample provided. Sample shall control.

Quotation: Prices offered shall include but not limited to labor charges, equipment, supplies, and all other applicable costs incurred to provide forms as specified. **Quote price shall also include all applicable taxes.** If there is a discrepancy in the prices submitted, the unit price will prevail.

Hawaii Compliance Express. At the time quotations are due, Offeror must be compliant at the Hawaii Compliance Express (<https://vendors.ehawaii.gov/hce/splash/welcome.html>). Offerors non-compliance at HCE may disqualify the offer from consideration for award.

Offeror's Submission of Documents: Please submit the following properly completed forms through the State of Hawaii eProcurement System (HlePRO):

1. Offer Form for Criminal Disposition Forms
2. SPO Form-8, State of Hawaii /Certification of Recycled Content

Judiciary Officer-in-Charge: For purposes of this solicitation, Erica Uahinui of the District Court of the First Circuit or her designee is the Officer-in-Charge. Mrs. Uahinui may be reached at 808-538-5127 or email erica.b.uahinui@courts.hawaii.gov

SPECIFICATIONS & OTHER PROVISIONS:

Forms Requirements:

1. NUMBER OF SETS: 50,000 (****Pack 500 sets per carton****)
2. NUMBER OF PARTS: 6-part form
3. **INK:** Black ink on face of all sheets, screened text in black ink on the back of sheets #1 and #3. All marginal words (Court Copy, Prosecutor etc.) to be printed in red ink.
4. **STOCK:** Black image carbonless paper for all copies. Color, weight and type as follows:

Sheet#	Color	Weight	Type
1st	Green	14.5or15	CB
2nd	Pink	14.5or15	CFB
3rd	White	14.5or15	CFB
4th	Yellow	14.5or15	CFB
5th	Blue	14.5 or 15	CFB
5th	White	13	CF

5. **SIZE:** Overall size with perforations shall be 9 and a-half inches by 11 inches. Form shall be 8 and a-half inches by 11 inches with perforations detached.
6. **REGISTRATION:** All sheets in set must be registered.
7. **COMPOSITION:** Every sheet must be printed as per PDF files. Sheets #1 and #3 will have printing on face and back. Letter and numeric sizes as per negative. Forms must be spaced for computer printout of 10 characters per inch horizontal and 6 lines per inch vertical. **PDF files will be provided by Judiciary.** Marginal words shall be centered at bottom of each page as follows:

<u>Sheet#</u>	<u>Description</u>
1st	Court Copy
2nd	Prosecutor
3rd	Defendant's Copy
4th	Clerk's Copy

All Marginal words are to be **capitalized**

8. CONSTRUCTION: Forms are constructed continuous, marginally punched, with all sheets perforated 1/2" from left edge and 1/2" from right edge. All sheets crimp locked at left and right margin. Crimp to be interspersed between feed track pin holes at least 5 crimps per side per set. Sample copies of the existing form are attached to aid Contractor in the construction of form.
9. PRINT SIZE: Print size as per PDF.
10. FORM PREPARATION: All copies shall be clear and legible. Must be clean, absolutely free of confetti and the holes identically located on all copies of all set throughout each set of forms. Sides of the forms and any perforations must be free from lint or dust.
11. GENERAL: Forms must be manufactured with minimum tenting at the folds and must be compatible with the IBM 3203, 4230, 4237, 4247 and 4224 printers.
- The white, pink and yellow sheets (paper) **shall** be of recycled content as follows: minimum 30% post-consumer recovered material. The blue and green colored sheets (paper) **need not be of recycled content**.
12. CERTIFICATION OF RECYCLED CONTENT: Please submit with the bid, properly completed SPO Form-8, State of Hawaii Certification of Recycled Content, certifying as to the recycled content of the white paper signed by any official authorized to sign on behalf of the manufacturer, through the Hawaii Electronic Procurement System (HePS).

Quantity, Delivery Information and/or Instructions: Quantity as listed in the specifications is for the exact quantity. Contractor must deliver the exact quantity- no overages or shortages. The Judiciary will not pay for any overages 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 or less than the price quoted.

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

The actual delivery date shall be determined upon negotiation.

1111 Alakea Street, 1st Floor
Honolulu, Hawaii 96813

Air Freight: If air freight is required to meet the agreed-upon delivery deadline, the Contractor shall be responsible for the additional air freight costs when the delay is attributable to the Contractor, its subcontractors, suppliers, or carriers. The Judiciary shall be responsible for air freight costs only when the delay is caused by circumstances beyond the Contractor's control, as determined by the Judiciary, and not due to any fault or negligence of the Contractor, its subcontractors, suppliers, or carriers. The Contractor shall immediately notify the Judiciary of any anticipated delivery delay and obtain the Judiciary's prior written approval before incurring any expedited or air freight costs, except in an emergency.

Prior to delivery, please contact Erica Uahinui at 808- 538-5127 for instructions. Delivery shall be made during the Judiciary's normal delivery hours between 9:30 am ~ 11:30 am and 1:30 pm ~ 3:30 pm Hawaii Standard Time, Monday through Friday, except for State Holidays and/or days when work is not officially scheduled.

Invoicing and Payment: Contractor shall submit an original invoice detailing the number of forms delivered. Payment shall be made to the contractor upon certification that the contractor has satisfactorily delivered the forms as specified.

END OF SECTION