

Letter Size Binding Covers
Specifications
For
State of Hawaii,
Department of Accounting & General Services

Specifications: Recycled/Virgin Paper. Award shall be made to the lowest responsive, responsible Offeror offering recycled content. If no Offerors offer recycled content, award shall be made to the lowest responsive, responsible Offeror offering the most recycled content. Refer to Method of Award and Certification of Recycled Content.

- Quantity: **500**
- Size: 28-1/2" L x 9" W (backbone is 3" L x 9" W, front and back covers are 12-3/4" L x 9" W) Please refer to Attachment 1.5.2.A in Letter Layout Document
- Stock: Chipboard, .030" (1/32") thick, Kraft color
- Filing punch: 2-hole punch on backside – Marginal punching must be 1/4" in diameter with centers located exactly 1/4" from arch crease. Distance between left hole to right hole must be 2-1/2". Please refer to Attachment 1.5.2.B in Letter Layout document.

Marginal holes shall be punched clean and shall be absolutely free of confetti. The holes shall be identical throughout each binding cover. The sides of the binding cover shall be free from lint and dust.

Packaging: Shall be in bundles of 25. Packaging shall be of such a nature that binding covers will not be warped or otherwise damaged during shipment or storage.

Labeling: Each binding case must have a 9" x 6" label affixed to the exact center of the binding case covering the arch. Label and edges shall not peel or come off, shall have an uncoated finish, and are to include the following **"DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES STATE OF HAWAII WARRANT NOS. FROM TO FISCAL YEAR"**. Please refer to Attachment 1.5.2.C in Letter Layout document.

Samples are available for viewing at Department of Accounting and General Services, Pre-Audit Branch, room 324.

Recycled Paper

Definitions:

“Recovered material” shall mean material that has been separated, diverted, or removed from the solid waste stream after a manufacturing process for the purpose of use, reuse, or recycling. This term does not include those materials that are generated and normally reused on-site for manufacturing processes (such as mill broke, in the case of paper products).

“Post-consumer recovered material” means any product used by a consumer, including a business that purchases the material, that has served its intended end use, and that has been separated or diverted from the solid waste stream for the purpose of use, reuse, or recycling.

“Solid waste stream” means discarded material moving from the point of discard to ultimate disposition.

Certification:

If offering recycled product(s), Offeror shall submit with the offer the attached SPO Form-008, State of Hawaii Certification of Recycled Content, certifying the recycled content and signed by any official authorized to sign on behalf of the manufacturer (the mill). Refer to, Certification of Recycled Content.

Award:

If any, shall be made based on recycled content. Refer to Method of Award.

Quality of Product:

Work to be done shall be of a professional quality. Failure to replace any unacceptable item shall not relieve the Contractor from the responsibility imposed upon the Contractor by the contract.

In the event the quality is continually unsatisfactory as judged by the Procurement Officer, it shall be considered as non-performance of contract. No payment, whether partial or final, shall be construed to be an acceptance of unacceptable supplies.

The State may, at any time, by written order, stop delivery of products not conforming to these specifications. Such stop order shall not relieve the Contractor of their obligation to complete the contract within the contract time limits, nor shall it in any way terminate, cancel or abrogate the contract or any part thereof.

Contract

Administrator:

For the purposes of this contract, contact Alan Visitacion, Clerical Supervisor, (808) 586-0660, or authorized representative, as designated the Contract Administrator.

Electronic

Procurement:

The State has established the HlePRO [pronounced ‘HI-PRO’] to electronically solicit and receive offers for procurements. Offerors interested in responding to this electronic solicitation must be registered on the HlePRO in order to participate in this procurement. Registration

information is available at the State Procurement Office (SPO) website: <http://spo.hawaii.gov>, click on HlePRO.

Award(s) resulting from this solicitation, if any, shall be conducted through HlePRO and subject to a mandatory .75% (.0075) transaction fee of the award, not to exceed \$5000 for the award. This transaction fee shall be based on the initial award amount or estimated amount, and Vendor shall be responsible for payment of the fee to Hawaii Information Consortium, LLC (HIC), the vendor administering the HlePRO. Refer to Payment to Hawaii Information Consortium, LLC.

Payment to Hawaii
Information
Consortium, LLC
(HIC):

HlePRO is administered by Hawaii Information Consortium, LLC (HIC). Upon award in HlePRO, HIC shall invoice the awarded vendor directly for payment of transaction fees. Payment must be made to HIC within thirty (30) days from the 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.

The amount of the transaction fees shall be .75% (.0075) of the award or estimated award as stated in the notice of award, not to exceed \$5,000 for any single award to a vendor.

Termination/Rescission of an Award. If an agreement is terminated or rescinded through no fault of the vendor at the beginning of the contract or within 60 days of notice of award, and no amount paid on the contract, the vendor will become eligible to receive a credit for administrative fees paid for that award to the vendor's account with HIC. To receive the credit, the vendor must make a request to HIC.

Offeror's Authority
To Submit An
Offer:

The State will not participate in determinations regarding an Offeror's authority to sell a product or service. If there is a question or doubt regarding an Offeror's right or ability to obtain and sell a product or service, the Offeror shall resolve that question prior to submitting an offer. If an Offeror offers a product that meets the specifications, is acceptable and the price submitted is the lowest price offered, the contract will be awarded to that Offeror.

Certification of
Independent Cost
Determination:

By submission of an offer in response to this solicitation, offeror certifies as follows:

1. The cost quoted have been arrived at independently, without consultation, communication, or agreement with any other bidder, as to any matter relating to such costs for the purpose of restricting competition.

2. Unless otherwise required by law, the cost which have been quoted in response to this Solicitation have not been knowingly disclosed by the bidder prior to award, directly or indirectly, to any other offeror or competitor prior to the award of the contract.
3. No other attempt has been made or will be made by the offeror to indicate any other person or firm to submit or not to submit for the purpose of restricting competition.

Required Review:

Before submitting an offer, each Offeror must thoroughly and carefully examine this solicitation, any attachment, addendum, and other relevant document, to ensure Offeror understands the requirements of the solicitation. Offeror must also become familiar with State, local, and federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work required.

Should Offeror find defects and questionable or objectionable items in the solicitation, Offeror shall notify the Department of Accounting and General Services, Pre-Audit Office as soon as possible. This will allow the issuance of any necessary corrections and/or amendments to the solicitation by addendum, and mitigate reliance of a defective solicitation upon which award could not be made.

Certificate of Recycled Content:

Where applicable, Offeror shall indicate in the space provided on the Offer Form pages whether a recycled product is being offered. If an "X" or a check mark is not indicated in the space provided, it shall be presumed that a non-recycled product is being offered. Offeror shall list each recycled product offered on the attached SPO Form-008 (rev. 7/1/02), CERTIFICATION OF RECYCLED CONTENT.

Method of Award:

Award, if made, shall be to the responsive, responsible Offeror submitting the lowest Estimated Total Bid Price AND offering recycled content. If no Offerors offer recycled content award shall be made to the responsive, responsible Offeror submitting the lowest Estimated Total Bid Price, if applicable, and offering the most recycled content.

Samples:

Five samples of binding covers completed with printed labels are required by **November 23, 2026** for testing purposes.

Delivery Deadline:

500 delivered on or before the week of January 18, 2026.

Binding covers must be transported in an enclosed vehicle. The maximum clearance in DAGS' basement garage is 6'9".

Entry to the basement shall be from Lauhala Street (turn left from Beretania Street). Parking will be against the curbing by the Makai entrance (blue doors).

Binding cases must be hand trucked in (no pallets allowed in the building).

Delivery Address: Department of Accounting and General Services
Accounting Division, Pre-Audit Branch
Kalanimoku Building
1151 Punchbowl Street, Room 324
Honolulu, HI 96813

Invoicing: State of Hawaii
Dept. of Accounting and General Services
Pre-Audit Branch
P.O. Box 119
Honolulu, Hawaii 96810

Attention: Alan Visitacion (808) 586-0660

Please Respond By: **October 23, 2026**

Contacts: For questions, please contact Alan Visitacion of the Pre-Audit Branch
at (808) 586-0660.