

UNIVERSITY OF HAWAI'I	AMENDMENT OF SOLICITATION	PAGE 1 of 1
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1. AMENDMENT NO. 1	3. INVITATION FOR BIDS (IFB) NO. <u>20-0208</u> Dated <u>DEC, 2019</u> To Provide Scanning and Indexing Services for University of Hawaii, Honolulu, Hawaii.
2. EFFECTIVE DATE January 17, 2020	

4. ISSUED BY
Interim Director, Office of Procurement Management
1400 Lower Campus Road, Room 15
Honolulu Hawai'i 96822 BUYER: M. Elmore

5. The IFB referenced above is amended as set forth in block 6. The hour and date for receipt of offers is extended is not extended. This amendment is attached to HlePRO solicitation B20000878 and is made apart of the subject IFB through reference.

6. DESCRIPTION OF AMENDMENT

1. Attachment D – Bid Form is attached and incorporated into the subject IFB. Attachment D is required to be submitted as part of the bid response submitted through HlePRO. The total basic bid amount as provided in Attachment D shall be submitted in HlePRO for the line item.

As a reminder, this is an indefinite quantity contract and includes no guarantee of usage or University spend. The volume provided in attachment D is based on four identified projects from four separate agencies that intend to execute individual task orders under this contract. The resulting contract will be available system-wide to all University campuses and departments. As such, bidders are encouraged to submit the best pricing possible to encourage the best usage/adoption possible.

2. The following definitions are hereby added to the subject IFB:

Document: This term shall include all the pages that made up a file or document for the purposes of scanning/indexing.

Box: This term shall include cardboard boxes (estimated 15"x12"x10") which will be furnished by the university and in which documents will be placed.

3. The following is added to the Special Provisions as follows:

21. LIMITATION OF LIABILITY: Contractor liability shall be capped at \$2,000,000.00 aggregate per individual task order.

22. ACCEPTANCE OF TASK ORDERS: The Contractor shall have the responsibility to make all reasonable efforts to accept task orders requested by the University with a total volume of 10,000 pages or more. If the Contractor is unable to come to terms with an agency requesting a task order, the reason for rejecting the task order shall be reduced to writing and submitted to the procurement officer. In the event that THREE (3) or more task orders are rejected by the contractor in a NINETY (90) day period, the procurement officer shall initiate termination of the contract pursuant to SPECIAL PROVISION 12, TERMINATION OF CONTRACT. Task orders with a total estimated volume under 10,000 pages may be accepted by the Contractor, but is not subject to this provision.

EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE DOCUMENT REFERENCED IN BLOCK 3 UNLESS HERETOFORE AMENDED, REMAIN UNCHANGED.

BID FORM

PROVIDE SCANNING AND INDEXING SERVICES

FOR

UNIVERSITY OF HAWAII

Office of Procurement and Real Property Management
 University of Hawaii
 1400 Lower Campus Road, Room 15
 Honolulu, Hawaii 96822

To Whom It May Concern:

The undersigned has carefully examined the INVITATION FOR BIDS (IFB) NO. 20-0208, TO PROVIDE SCANNING AND INDEXING SERVICES, UNIVERSITY OF HAWAII, HONOLULU, HAWAII, and offers to provide scanning and indexing services, as required by the University for an initial period of ONE (1) year commencing on the Notice to Proceed date, and may be renewable thereafter on an annual basis for up to FOUR (4) additional years, in strict accordance with the true intent and meaning of the Invitation for Bids (IFB), as follows:

BASIC BID

DESCRIPTION	QTY		UNIT	AMOUNT
Scanning – per page - Letter size 8.5” x 11	900,000	X	EACH	
Indexing – per field by document (complete file)	200,000	X	EACH	
Scanning – per page – larger than Letter up to 11” x 17”	100,000	X	EACH	
Scanning – per page – larger than 11” x 17”	1,000	X	EACH	
Reassembly – per document (complete file)	50,000	X	EACH	
Roundtrip transportation – per scheduled load	50	X	EACH	
TOTAL BID AMOUNT				

Prices shall include all costs (direct and indirect) to scan and index document including overhead, profit, all other applicable costs and taxes.