

SOLICITATION, OFFER AND CONTRACT FORM

1. DAGS Job No. IFB-21-001-PWD	2. TYPE OF SOLICITATION SEALED BID (IFB)	3. PAGE OF PAGES 1 OF 8
IMPORTANT: The "offer" section must be fully completed by offeror.		
4. ISSUED BY: DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES PUBLIC WORKS DIVISION FOURTH FLOOR OF THE KALANIMOKU BUILDING 1151 PUNCHBOWL STREET, ROOM 426 HONOLULU, HAWAII 96813	5. ADDRESS OFFER TO: SAME AS BLOCK 4.	
6. FOR INFORMATION: See the project specifications on HlePRO.		
7. THE STATE OF HAWAII REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS TO PROVIDE THE FOLLOWING SERVICES: REPRODUCTION OF PLANS & SPECIFICATIONS AND RELATED SERVICES FOR THE DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES PUBLIC WORKS DIVISION Oahu, Hawaii After carefully examining the specifications and addenda, the Contractor shall furnish all labor materials, machinery, tools, superintendence, transportation, and other accessories, services and facilities necessary to complete, at its own risk and expense, the work and requirements of the Project for the cost and time stipulated in the COST, TIME AND SCHEDULE article of ATTACHMENT A of this Form. The bidder agrees to the conditions and requirements stipulated in this SOLICITATION, OFFER AND CONTRACT FORM and any attachments thereto.		
8. The Contractor shall complete the work as stipulated in the COST, TIME AND SUPPLEMENTARY INFORMATION article of Attachment A. The Contractor shall also complete the State of Hawaii Certification of Recycled Content (Attachment B).		
9. PERFORMANCE AND PAYMENT BONDS The Contractor is not required to provide performance and payment bonds in conjunction with these services.		
10. ADDITIONAL SOLICITATION REQUIREMENTS: A. Bids shall be received electronically through the HlePRO. Offers received outside of the HlePRO shall be rejected and not be considered for award. B. Bidder's electronic response to this solicitation shall be deemed an offer to provide the specified services to the State at the price(s) shown in Attachment A and under the terms and conditions of these solicitation documents. C. The bidder shall be registered and compliant with Hawaii Compliance Express. D. All bidders are subject to the requirements of this solicitation, including the specifications, general conditions, addenda, and any other provision whether incorporated in full text or by reference in, or attached to, the solicitation. E. Contractors are hereby notified of the applicability of Section 11-355, HRS, which states that campaign contributions are prohibited from specified State or County government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. F. Contractors certify by submission of an offer that they are not in violation of any provision of Chapter 84, HRS		

OFFER (Must be fully completed by Offeror)

11. NAME AND ADDRESS OF OFFEROR (Include Zip Code) (*1)	12. REMITTANCE ADDRESS (Include only if different than Item 11)
13. TELEPHONE NO. (Include area code) FAX NO.	14. EMAIL ADDRESS
15. FEDERAL EMPLOYER ID # (FEIN)	16. HAWAII GENERAL EXCISE ID #
17. BUSINESS ORGANIZATION (*2)	18. NAME OF CONTACT PERSON
19. The offeror agrees to perform the work required at the price(s) specified in the COST, TIME, AND SCHEDULE article of Attachment A in strict accordance with the terms of this solicitation, including any attachments thereto, if this offer is accepted by the State of Hawaii.	
20. The offeror has completed Attachment A.	
<p>21. COMPLIANCE WITH §3-122-112 HAR Mark one box only. If a Non-Hawaii Business, write the name of the State where your business was incorporated.</p> <p>The undersigned represents:</p> <p><input type="checkbox"/> A Hawaii Business incorporated or organized under the laws of the State of Hawaii. Or</p> <p><input type="checkbox"/> A Compliant Non-Hawaii Business not incorporated or organized under the laws of the State of Hawaii, but registered at the State of Hawaii, Department of Commerce and Consumer Affairs, Business Registration Division to do business in the State of Hawaii. State of Incorporation: _____</p>	
22A. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
22B. SIGNATURE: I declare under penalty of law that the foregoing is true and correct to the best of my knowledge. (*3)	22C. DATE:

BIDDERS INSTRUCTIONS AND SOLICITATION, OFFER AND CONTRACT FORM FOOTNOTES (Footnotes relate to boxes 11,17, & 22B)

(*1) If the Offeror is a "dba" of a sole proprietor, furnish the exact legal name as registered with the Department of Commerce and Consumer Affairs.

If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed.

(*2) For Business Organization, enter one of the following: Sole Proprietorship, Partnership, Corporation, Joint Venture, or Other.

(*3) MANUAL SIGNATURE REQUIRED: Attach to this page evidence of the authority of this signatory to submit bids on behalf of the Offeror, and also the names and addresses of all officers of the company.

Fill in information in all blank spaces or the bid may be invalidated. SOLICITATION, OFFER AND CONTRACT FORM MUST BE INTACT MISSING PAGES OR ANY ALTERATIONS MAY INVALIDATE THE BID. TYPE OR WRITE ALL INFORMATION IN INK. USE INK FC MANUAL SIGNATURE.

CONTRACT (To be completed by the State of Hawaii)

23. CONTRACT NO.	23A CONTRACT DATE:
24. ITEMS ACCEPTED:	
25. AMOUNT:	27. PAYMENT WILL BE MADE BY: (Department) By _____ Signature _____ Print Name _____ Title
26. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 4 UNLESS DIFFERENT ADDRESS STIPULATED HERE. (Original + 3 copies unless otherwise specified) SEE SUBMITTAL INSTRUCTIONS IN THE SPECIAL PROVISIONS.	
COMPTROLLER WILL COMPLETE ITEM 28	
28. AWARD (Contractor is not required to sign this document.) Your offer on this solicitation is hereby accepted as to the items listed in Block 24. This award consummates the contract, which consists of (a) the State of Hawaii solicitation and your offer, and (b) this contract award. No further contractual document is necessary.	
28A. NAME OF COMPTROLLER (Type or print) CURT T. OTAGURO	28B. STATE OF HAWAII By: _____

ATTACHMENT A

A. COST, TIME AND SCHEDULE

REPRODUCTION OF PLANS & SPECIFICATIONS AND RELATED SERVICES
FOR THE DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
IFB 21-001-PWD

1. COST:

NOTE: OFFEROR MUST BID ON ALL LINE ITEMS IN ALL GROUPS TO BE CONSIDERED FOR AWARD. AWARD, IF ANY, SHALL BE MADE TO ONLY ONE SUCCESSFUL OFFEROR

GROUP I - ELECTRONIC BID DOCUMENTS

GROUP I - A Electronic Bid Documents - 48 or 72 Hour Service

	<u>Estimated Quantities</u>	<u>Unit Bid Price</u>	<u>Estimated Total Bid Price</u>
1 Quantity of Original Drawings	2,600 images	\$ _____ per image	\$ _____
2 Specifications	16,000 images	\$ _____ per image	\$ _____
Estimated Total Sum Bid - Group I - A			\$ _____

GROUP I - B Electronic Bid Documents (Including Addenda and Bid Clarifications) and Working Prints)

	<u>Estimated Quantities</u>	<u>Unit Bid Price</u>	<u>Estimated Total Bid Price</u>
3 Quantity of Original Drawings	750 images	\$ _____ per image	\$ _____
4 Specifications	1,000 images	\$ _____ per image	\$ _____
Estimated Total Sum Bid - Group I - B			\$ _____

**ESTIMATED TOTAL SUM BID FOR GROUP I
(Group I - A + Group I - B)**

\$ _____

Make, model number, and description of software to be used by Offeror to produce electronic bid documents under Group I.

GROUP II - CD DUPLICATION AND/OR UPLOAD ELECTRONIC FILES

	<u>Estimated Quantities</u>	<u>Unit Bid Price</u>	<u>Estimated Total Bid Price</u>
1 Quantity of CDs duplicated (minimum 1 to over 100)	3,000 each	\$ _____ each CD	\$ _____
2 Quantity of Electronic File Uploads to DAGS Website	140 each	\$ _____ each upload	\$ _____
ESTIMATED TOTAL SUM BID - GROUP II			\$ _____

**GROUP III - REPRODUCTION AND DELIVERY OF CONSTRUCTION PLANS
FOR BID PACKAGES AND WORKING PRINTS**

		<u>Estimated Quantities</u>	<u>Unit Bid Price</u>	<u>Estimated Total Bid Price</u>
<u>Full Size Plan Sheets</u>				
<u>(22"x34" or 24"x36")</u>				
1	48 and 72 Hour Delivery	8,800 sheets	\$ _____ each sheet	\$ _____
2	1 Day Delivery	2,000 images	\$ _____ each sheet	\$ _____
<u>(28"x42" or 30"x42")</u>				
3	48 and 72 Hour Delivery	70 sheets	\$ _____ each sheet	\$ _____
4	1 Day Delivery	70 images	\$ _____ each sheet	\$ _____

		<u>Estimated Quantities</u>	<u>Unit Bid Price</u>	<u>Estimated Total Bid Price</u>
<u>Half Size Plan Sheets</u>				
<u>(11"x17" or 12"x18")</u>				
1	48 and 72 Hour Delivery	22,000 sheets	\$ _____ each sheet	\$ _____
2	1 Day Delivery	6,500 images	\$ _____ each sheet	\$ _____
<u>(14"x21" or 15"x21")</u>				
3	48 and 72 Hour Delivery	500 sheets	\$ _____ each sheet	\$ _____
4	1 Day Delivery	100 images	\$ _____ each sheet	\$ _____

Estimated Total Sum Bid Group III \$ _____

GROUP IV - SPECIFICATIONS, ADDENDA, & OTHER DOCUMENTS

Reproduction, binding, and delivery of specifications and addenda in accordance with the specifications.

GROUP IV - A Original Bid Documents - One-Day through Three-Day Delivery

		<u>Estimated Quantities</u>	<u>Unit Bid Price</u>	<u>Estimated Total Bid Price</u>
1	8 1/2" x 11" pages printed double-sided	250,000 images	\$ _____ per image	\$ _____
2	11" x 17" pages printed one (1) side including folding	100 images	\$ _____ per image	\$ _____
Estimated Total Sum Bid - Group IV - A				\$ _____

GROUP IV - B Addenda - 24 Hour Delivery

1	8 1/2" x 11" pages printed double-sided	30,500 images	\$ _____ per image	\$ _____
2	11" x 17" pages printed one (1) side including folding	100 images	\$ _____ per image	\$ _____
Estimated Total Sum Bid - Group IV - B				\$ _____

**ESTIMATED TOTAL SUM BID FOR GROUP IV
(Group IV - A + B)** \$ _____

**ESTIMATED GRAND TOTAL SUM BID
(GROUPS I, II, III, and IV)** \$ _____
Enter here and in HlePRO

NON-BID FIXED PRICE ITEMS
GROUP V - PICKUP, FOLDING, PACKAGING, AND DELIVERY
Ref: Detailed Specifications for Group V

1	Pickup at Kalanimoku Building	Included in bid prices.
2	Folding	
	a 11" x 17" Plan Sheets	\$0.05/sheet
	b Full-size Plan Sets (max 10 sheets/set)	Included in bid prices.
3	Packaging/Handling (for locations on Oahu outside the City of Honolulu and Neighbor Island deliveries)	\$1.00
4	Delivery	
	a To Kalanimoku Building	Included in bid prices.
	b City Delivery (Honolulu area)	\$2.00 per delivery
	c Other Oahu deliveries & neighbor island deliveries	reimbursable cost (see Special Provisions for submission requirements)

2 TIME

The term of the contract shall be for one year, commencing from the official date on the Notice to Proceed but not earlier than November 1, 2021. There is an option for three twelve month time extensions (see Item 6 of the Special Provisions).

3 SCHEDULE

The State shall contact the Contractor to furnish services on an "as needed" basis during the contract period. Delivery schedule will be as specified for the type of service(s) ordered.

4 SUPPLEMENTARY INFORMATION

REFERENCES: Companies or government agencies for which the Offeror has provided or is currently providing services specified herein [must list three (3)]:

Name	Address	Contact Person	Telephone No.
1			
2			
3			

PRODUCTION LOCATION:

All work to be performed at the following location(s):

B. OTHER CONDITIONS

1. Offeror declares that its firm was not assisted or represented by an individual who has, in a State capacity, been involved in this project or this proposed contract in the past two consecutive years.
2. Anti-collusion Certification. In accordance with §3-122-192 HAR, the Offeror declares that the price submitted in its Offer is independently arrived at without collusion.
3. Upon the acceptance of the Offer by the Procurement Officer:
 - The Offeror must submit, within five working days, the Original Offer, Quotation and Contract Form including the signatory page.
4. Compliance with §103D-310 HRS: Bidder shall be incorporated or organized under the laws of the State or registered to do business in the State as a separate branch or division that is capable of fully performing under the contract.
5. Liquidated damages shall be assessed in accordance with paragraph 18 of the Special Provisions.

C. CONTRACT DOCUMENTS

It is understood and agreed that the following documents, and any amendments or addenda thereto, comprise this contract and are fully a part of this Contract as though attached hereto and set forth at length herein: (1) Contractor's accepted Offer; (2) General Conditions; (3) Specifications; (4) this Contract Agreement; and (5) all other attachments and referenced documents.

D. ENTIRE AGREEMENT

This Contract is the entire agreement between parties, and no alterations, changes, or additions thereto shall be made, except in writing approved by the parties.

**ATTACHMENT B
STATE OF HAWAII
CERTIFICATION OF RECYCLED CONTENT**

Solicitation No.: _____

Opening Date: _____

Title: _____

Item No.	Product Name	Product Description	Manufacturer	Post-Consumer Recovered Material Content*	Recovered Material Content*
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*Post-consumer recovered material and recovered material content, defined in § 3-124-21, HAR, are measured as percentage of total product weight. Recycled content measurements to be used for bid evaluation. Attach manufacturer's specifications or certification, as required by § 3-124- 23, HAR. Additional sheets may be attached to complete product information.

***I DECLARE THAT THE RECYCLED CONTENT HAS BEEN EXAMINED BY ME AND IS,
TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT.***

Company

Authorized Representative

Address

Title

Telephone No.

Signature

Telephone No.

Date