

INVITATION FOR BID
No. J15003

TO FURNISH RECORDS STORAGE AND
RETRIEVAL SERVICES OF
COURT DOCUMENTS FOR THE
SECOND CIRCUIT COURT
The Judiciary, State of Hawaii

NOTE: If this solicitation document was downloaded through the internet, each interested person must register through email, providing contact information to the listed contact person in the Judiciary Contracts & Purchasing Office. Registration is essential for you to receive any addendums or other information for this solicitation. The Judiciary shall not be responsible for any missing addenda, clarifications, attachments or other information regarding this solicitation if an offer is submitted from an incomplete solicitation document.

APRIL 2014

NOTICE TO INTERESTED PARTIES

This solicitation is provided to you for information purposes. If interested in responding to this solicitation, you may choose to submit your offer on the downloaded document **provided**. You must register your company by fax or e-mail for this specific solicitation. If you do not register your company, you will not receive addenda, if any, and your offer **may be** rejected and not considered for award.

Registration or Request for Copy of Solicitation

Submit FAX or E-MAIL to: FAX No.: (808) 538-5802
E-mail Address: newton.t.sakamoto@courts.hawaii.gov

Provide the following information:

- Name of Company
- Telephone Number
- Solicitation Number
- Mailing Address
- FAX number
- Fedex (or equivalent) account number (document will be sent by U.S. Postal Service first class mail if this is not provided)
- Name of Contact Person
- E-mail Address

THE JUDICIARY, STATE OF HAWAII INVITATION FOR BID NO. J15003

Competitive sealed bids to FURNISH RECORD STORAGE AND RETRIEVAL SERVICES OF COURT DOCUMENTS FOR THE SECOND CIRCUIT COURT, will be received at:

The Judiciary, State of Hawaii
Financial Services Division
Kauikeaouli Hale
1111 Alakea Street., 6th Floor
Honolulu, Hi 96813-2807

up to and opened at 2:00 p.m. (HST) on May 19, 2014

Bids received after the date and time specified above or at a location other than the location specified above will not be considered. All proposals must be made on forms obtainable at the aforesaid place or from our website (<http://www4.hawaii.gov/jud/>) go to: General Information, Business with the Judiciary, and must be accordance with the accompanying instructions. Questions relating to this solicitation may be directed to Newton Sakamoto at (808) 538-5805, Fax (808) 538-5802 or e-mail at newton.t.sakamoto@courts.hawaii.gov.

Janell Kim
Financial Services Administrator

SECTION ONE SPECIFICATIONS	Page 1
1.1. SCOPE	Page 1
1.2. DESCRIPTION OF WORK.....	Page 1
SECTION TWO SPECIAL PROVISIONS	Page 6
2.1. SCOPE	Page 6
2.2. OFFICER-IN-CHARGE.....	Page 6
2.3. TERM OF CONTRACT.....	Page 6
2.4. PRICE ADJUSTMENT.....	Page 7
2.5. OFFEROR QUALIFICATION	Page 7
2.6. OFFER PREPARATION.....	Page 7
2.7. SUBMISSION OF OFFER.....	Page 8
2.8. CONTRACT AWARD	Page 9
2.9. INSURANCE.....	Page 9
2.10. MODIFICATION.....	Page 10
2.11. JOINT CONTRACTORS.....	Page 10
2.12. CONTRACT EXECUTION.....	Page 10
2.13. REMOVAL OF CONTRACTOR'S EMPLOYEE	Page 11
2.14. INSPECTIONS	Page 11
2.15. INVOICING AND PAYMENT	Page 11
2.16. COMPUTERIZED RECORD RETRIEVAL SYSTEM	Page 11
2.17. REPORTING	Page 11
2.18. OTHER SPECIAL PROVISIONS	Page 12
2.18.1. Schedule of Payments	Page 12
2.18.2. Termination for Cause.....	Page 12
2.18.3. Liquidated Damages.....	Page 13
2.18.4. Interpretation of Provisions.....	Page 13
2.18.5. Conflicts and Variations.....	Page 14
SECTION THREE - OFFER FORM	Page OF 1

ATTACHMENTS:
General Conditions
Procedural Requirements

SECTION ONE SPECIFICATIONS

1.1. SCOPE

Work included in this contract shall consist of FURNISHING RECORDS STORAGE AND RETRIEVAL SERVICES OF COURT DOCUMENTS FOR THE SECOND CIRCUIT COURT. The Contractor shall be responsible for all costs for labor, tools, equipment and other appurtenances necessary to provide such services.

Contractor shall provide facilities for the storage of court documents and services to retrieve and refile documents as necessary.

Storage space and retrieval services shall be provided for a two (2) year period beginning on July 1, 2014 through June 30, 2016. The start date may be altered depending on the time needed to remove and relocate records from the present storage locations, to inspect and evaluate the records storage facilities and to review the bids.

1.2. DESCRIPTION OF WORK

1.2.1. TRANSPORTATION OF RECORDS TO NEW LOCATION

- A. Contractor shall relocate and transport records from the present storage location at 124 Manea Street, #7-9, Wailuku, HI 96793.
 - 1. All costs for the relocation and transporting of the files/documents from the current storage location shall be included in the Bid Price.
 - 2. Arrangements for the relocation of files shall be coordinated through the Officer-in-Charge.

1.2.2. STORAGE SPACE

- A. Contractor shall provide a minimum of 3,500 Cubic feet to store active & inactive, retrievable records.
- B. Records/files while stored, shall be grouped together by their respective offices within the storage area. The five offices are: Circuit Court, District Court, Family Court, Adult Client Services and Maui Drug Court.
- C. Storage space of active and inactive files may either be combined or separated as long as both areas are within easy access to each other.
- D. Contractor shall provide a drawing or layout of the proposed storage area and submit it with the Bid Proposal.

1.2.3. FACILITIES

- A. The storage facility must be located on the Island of Maui.
- B. The facility shall have a minimum, locked doors, fenced in grounds, and a motion detection alarm system.
- C. Locks should be of such quality that they cannot be cut with bolt cutters or other devices used by burglars.
- D. Key access to the locks must be restricted and controlled.
- E. The facility shall have safety measures and equipment to prevent and guard against fire (ie. Sprinkler system, fire extinguishers, fire alarms, smoke detectors).

1.2.4. PERSONNEL ACCESS

- A. The records storage area shall have restricted access. Only authorizes company personnel and authorized representatives of the Judiciary shall be allowed access. The general public shall not have access to the area.

1.2.5. RECORDS STORAGE, RETRIEVAL AND INVENTORY

- A. Contractor shall provide a system to store, file, retrieve and refile documents as approved by the Officer-in-Charge. Inventory records shall be maintained by separate departments.
- B. Records shall be made available during normal business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding State holidays.
- C. Daily record retrieval may be required at an estimate of one time per day.
 - 1. The Judiciary shall contact the Contractor no later than 10:30 a.m. and provide a listing of files/boxes to be retrieved and delivered the same day.
- D. With prior notification as mutually agreed upon between the Officer-in-Charge and the Contractor, Judiciary personnel shall have same-day access to records.
- E. Rush Retrievals
 - 1. With sufficient notification as mutually agreed upon between the Officer-in-Charge and the Contractor, the Contractor shall provide

“rush” retrieval services in order to deliver the documents on the same day as requested.

2. The Judiciary reserves the right to increase the number of monthly “rush” retrievals and shall be billed according to the number of files/boxes actually retrieved and delivered.
3. Contractor shall provide “Emergency Service Retrievals” 24 hours a day, 7 days a week.

F. Miscellaneous

1. Contractor shall have an operational computerized record retrieval system. The computerized record retrieval system shall be capable of performing search requests and inventory reporting records. The computerized record retrieval system will be inspected and deemed operational by the Officer-in-Charge prior to the award of the bid.
2. Detailed computerized inventory reports for each individual office: Circuit Court, District Court, Family Court, Adult Client Services & Maui Drug Court will be provided by the Contractor quarterly or as requested by the Judiciary.
3. Contractor shall provide bar coded labels in advance for affixing onto storage boxes for inventory record keeping purposes.

1.2.6. PICK UP AND REFILING OF DOCUMENTS

- A. Contractor shall pick up previously delivered documents and return them to the storage facility for refiling.
 1. These documents may be picked up when the Contractor delivers newly requested records or as arranged by and agreed upon by the Contractor and the Officer-in-Charge.
- B. Contractor shall be responsible for refiling documents in its proper place.
- C. Retrieved records shall be refiled within twenty four (24) hours upon its return to the storage facility.
 1. The Judiciary reserves the right to increase or decrease the number of files/boxes to be picked up and refiled.

1.2.7. DESTRUCTION SERVICES

- A. Contractor shall destroy court documents, upon request in writing by the Officer-in-Charge or their designee. If off-site destruction services are utilized, Contractor shall ensure confidentiality of records and provide a Certificate of Destruction as proof of destruction.
- B. The Judiciary reserves the right to increase or decrease the number of boxes of documents to be destroyed each month and shall be billed according to the actual number of boxes destroyed.

1.2.8. STORAGE BOXES

- A. Contractor shall provide storage boxes to the Judiciary and shall be billed accordingly.

1.2.9. AUTHORIZED COURT PERSONNEL

- A. A preapproved list shall be provided to the Contractor identifying authorized Judiciary personnel with accompanying signatures. Access shall be permitted to only those persons on the list whose signatures match and provide a current Judiciary photo identification.

1.2.10. DELIVERY OF DOCUMENTS

- A. All documents retrieved for the Second Circuit Court shall be delivered to the respective offices.

1.2.11. SITE MAINTENANCE

- A. Contractor shall keep the storage area clean and free of debris and litter. A monthly rodent and pest control program will be provided by the Contractor.
- B. Contractor shall arrange files in an organized, neat and orderly manner.
- C. Should maintenance of the storage area be unacceptable by the Officer-in-Charge, or their designee, the Contractor shall make every effort to rectify the problem until approved by the Officer-in-Charge, or their designee.
- D. The Contractor shall enforce strict prohibitions against infestations. No cartons will be accepted from a client unless they are free of infestation.
- E. The Contractor will provide in-house or on-site fumigation services for client record cartons if and when required.

1.2.12. INVOICING AND PAYMENT

- A. Contractor will provide separate billings monthly for each individual office: Circuit Court, District Court, Family Court, Adult Client Services and Maui Drug Court.
- B. Contractor shall provide a detailed listing of current storage inventory and all transactions occurring during the month to support the monthly invoices.

END OF SECTION

SECTION TWO SPECIAL PROVISIONS

2.1. SCOPE

Work included in this contract shall consist of FURNISHING RECORDS STORAGE AND RETRIEVAL SERVICES OF COURT DOCUMENTS FOR THE VARIOUS PROGRAMS OF THE SECOND CIRCUIT COURT. All work shall be performed in accordance with these Special Provisions, the attached Specifications and General Conditions and Procedural Requirements.

2.2. OFFICER-IN-CHARGE

The following individuals, acting either directly or through authorized representatives, are designated Officers-In-Charge of their respective programs.

<u>Officer-In-Charge</u>	<u>Office/Program</u>	<u>Phone No.</u>
Terri Gearon	Circuit Court	244-2999
Terri Gearon	District Court	244-2999
Terri Gearon	Family Court	244-2999
Ernest Delima	Adult Client Services	442-3800
Susanne Terry	Maui Drug Court	442-3850

2.3. TERM OF CONTRACT

The Contractor shall enter into a contract to furnish services as specified in this Bid Proposal for a period of two (2) years, commencing on July 1, 2014. Unless terminated, and subject to availability of funds, this contract may be extended for three (3) additional twelve (12) month periods, without rebidding, upon mutual agreement in writing between the Judiciary and the Contractor prior to the end of the initial contract term. In the event this contract is extended beyond the initial contract term, all terms and conditions relating to the Contractor's obligations, as stipulated in these specifications, shall be in force. The contract may be extended provided the monthly contract price for the extended period remains the same as the previous year's, adjusted as set forth in the Price Adjustment provision or is negotiated and mutually agreed upon by each party. If the option to extend for an additional period is mutually agreed upon, the Contractor shall be required to execute a supplement to the contract.

2.4. PRICE ADJUSTMENT/MODIFICATIONS

Modifications may occur during the duration of this contract and an allowance for changes (increases or decreases) to the price may be granted provided, 1) the Contractor presents, in writing, reasonable justification for the price change and 2) The Judiciary and the Contractor mutually agree to the price change in the form of a contract modification issued by the Judiciary. Modifications are defined as changes in address, change in destination (deliver to/pickup from) address, change in the destination party, addition or deletion of delivery run(s), or the increase in the cost of fuel.

2.5. OFFEROR QUALIFICATION

- a. **Experience.** Offeror shall have at a minimum three (3) consecutive years file storage and retrieval experience in the State of Hawaii. Offeror shall have a minimum 2 years experience with their operational computerized record retrieval system at time of bid opening. Offeror shall include in bid proposal the type of computerized record retrieval system used. Failure on the part of the Offeror to meet this requirement shall result in rejection of bid.
- b. **References.** Offeror will list at least two (2) references, in the State of Hawaii other than the Judiciary, for whom Offeror has furnished services that are similar in nature and/or volume to services specified herein, that will qualify Offeror to perform the project. The Judiciary reserves the right to contact the references provided, and the Judiciary reserves the right to reject the bid submitted by any offeror who has not performed printing that is similar in nature and volume to services required in this bid or whose performance on other jobs for this type of service has been proven unsatisfactory or are not comparable to the nature and volume of services specified herein.
- c. **Local Representative.** Offeror shall have and identify a local representative (in Hawaii) in order to qualify for bid. Local representative must have an office location in the state of Hawaii, from where he/she conducts his/her business during normal working hours and from where he/she will be accessible to requests or complaints. Local representative shall meet with the Judiciary and be available, accountable, and be responsible for the file storage and retrievals services for the entire duration of job. Failure on the part of the Offeror to meet this requirement shall result in rejection of bid.

2.6. OFFER PREPARATION

Any bid offering terms and conditions contradictory to those included herein shall be rejected without further consideration.

- A. **Legal Name.** Offeror is requested to submit its bid under its exact legal name as registered at the Department of Commerce and Consumer Affairs. Failure to do so may delay proper execution of the contract.
- B. **Offer Price.** Offer price shall include all costs required to furnish record storage and retrieval services of court documents to the Second Judicial Circuit as outlined in these Specifications. Bid price shall include any miscellaneous costs, all applicable taxes including Hawaii General Excise Tax, and any and all other costs incurred for this project.
- C. **Proposal Guarantee.** A Proposal Guarantee is NOT required for this Bid Proposal.
- D. **Contract Bond.** A Contract Bond is not required for this project.
- E. **Tax Liability.** Work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS, and vendors are advised that they are liable for the Hawaii General Excise tax (GET). If however, an Offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, Offeror shall state its tax exempt status and cite the HRS chapter or section allowing the exemption.

2.7. SUBMISSION OF OFFER

Offerors shall submit 1 original of the Offer Forms, and Certificate of Vendor Compliance (if available) **no later than 2:00 p.m. HST on May 19, 2014:**

The Judiciary, State of Hawaii
Financial Services Division
Contracts and Purchasing Office
1111 Alakea Street, 6th Floor
Honolulu, HI 96813 -2807

Attention: Newton Sakamoto

Offers should be submitted in an envelope clearly marked with Bid Number and Title , and should include Offeror's name. PROPOSALS RECEIVED AFTER THE ABOVE DATE AND TIME SPECIFIED SHALL NOT BE ACCEPTED AND SHALL BE RETURNED TO THE VENDOR UNOPENED.

2.8. CONTRACT AWARD

A. Method of Award. Award, if any, shall be made to the responsive and responsible Offeror submitting the lowest TOTAL BID (PRICE) AMOUNT to furnish records storage and retrieval services of court documents for the Second Judicial Circuit. Offeror must bid on all items to be considered for award.

B. Hawaii Compliance Express

To be eligible for Award, the Contractor **must** be registered at the Hawaii Compliance Express (HCE) where proof of compliance with the requirements of Chapter 103D-310(c), HRS is obtained. A “Certificate of Vendor Compliance” from HCE provides Contractor with the required clearances from the Internal Revenue Service, State of Hawaii Department of Labor, State of Hawaii Department of Commerce and Consumer Affairs, and the State of Hawaii Department of Taxation office.

HCE allows businesses to register online through a simple wizard interface at the <https://vendors.ehawaii.gov/hce/splash/welcome.html>. The “Certificate of Vendor Compliance” indicating that vendor’s status is compliant with the requirements of Chapter 103D-310(c), HRS, provides current status as of the issuance date and shall be accepted for both contracting purposes and final payment. For HCE services, contractors must pay an annual fee to the Hawaii Information Consortium, LLC (HIC).

Timely Submission of all Certificates. The above certificates should be applied for and submitted to the Judiciary as soon as possible. If a valid certificate is not submitted on a timely basis for award of a contract, an offer otherwise responsive and responsible may not receive the award.

2.9. INSURANCE

A. The Contractor shall provide automobile and comprehensive general liability insurance including personal injury and property damage for all labor employed in performing services under this contract.

The Contractor shall, at his own expense, procure and maintain insurance acceptable to the Judiciary in full force and effect throughout the term of this contract. The policy or policies of insurance maintained by Contractor shall provide the following limits and coverage:

1. Automobile Insurance with a combined single limit of not less than \$1,000,000 per occurrence.
2. Commercial General Liability Insurance of \$1,000,000 combined single limit per occurrence for bodily injury and property damage and \$2,000,000 aggregate.
3. Worker's Compensation, Temporary Disability, Unemployment Insurance, and Prepaid Health Care to cover all of his employees working in any capacity in executing the contract.

Insurance policies shall include a proviso whereby the insurer shall notify the Financial Services Administrator in writing of any cancellation or change in provisions thirty (30) calendar days prior to the effective date of such cancellation or change. Furthermore, the policies shall name the Judiciary as additional insured and shall be written by insurance companies licensed to do business in the State.

Failure of the contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the Judiciary to exercise any or all of the remedies provided in this contract for a default of the contractor.

Prior to execution of the contract, the successful Offeror shall provide proof of coverage of insurance requirements set forth under this section.

2.10. MODIFICATION

Prior to the beginning of work, modifications to these Specifications and Special Provisions may be made by mutual agreement between the Contractor and the Judiciary through the Officer-in-Charge. A written Memorandum of Understanding, signed by both parties and detailing the modifications, shall be forwarded to the Office of the Administrative Director of the Courts, Financial Services Division, 1111 Alakea Street, 6th Floor, Honolulu, Hi 96813, attention: Newton Sakamoto.

2.11. JOINT CONTRACTORS

Offeror may subcontract portions of this project. Offeror shall be the Primary Contractor and be liable for all work performed under this project.

2.12. CONTRACT EXECUTION

Successful Offeror receiving award over \$25,000 shall be required to enter into a formal written contract.

2.13. REMOVAL OF CONTRACTOR'S EMPLOYEE

The Contractor agrees to remove any of its employees for unsatisfactory performance of services rendered and to be rendered to the Judiciary, upon request in writing by the Officers-in Charge.

2.14. INSPECTIONS

All services provided shall be subject to inspection and approval by the Officer-In-Charge or a representative of the Judiciary so as to ascertain that the services rendered are in accordance with requirements and intentions of the Specifications and Special Provision. They may require additional information as necessary.

2.15. INVOICING AND PAYMENT

Contractor shall submit separate invoices for each individual office (Circuit, District, Family, Adult Client Services and Maui Drug Court) to the address listed below:

Second Circuit Court
Fiscal Branch
2145 Main Street, Room 137
Wailuku, HI 96793

2.16. COMPUTERIZED RECORD RETRIEVAL SYSTEM

Contractor shall have an existing operational computerized record retrieval system. The computerized record retrieval system must be capable to perform search requests and inventory reporting upon request. Failure on the part of the bidder to meet this requirement shall result in rejection of bid.

2.17. REPORTING

The Contractor shall have provide a quarterly summary report, to each individual office (Circuit Court, Family Court, District Court, Adult Client Services and Maui Drug Court), of all records in storage and the number of retrieval and deliveries made during that period.

The report shall be submitted no later than the 15th day of the month following the end of the quarter.

The format of the report shall be agreed upon between the Officers-in Charge and the Contractor.

2.18. OTHER SPECIAL PROVISIONS

2.18.1. Schedule of Payments

Payment shall be made to the Contractor at the contracted price upon certification by the Officer-in-Charge or his designee that the Contractor has satisfactorily performed the required services as evidenced by receipt of documents detailing performance of service and reported discrepancies and corrective action. For extra work approved by the Officer-in-Charge, a separate detailed invoice is required. Invoices shall contain a description of the work done, the amount and purchase order number authorizing the work.

Section 103-10, H.R.S. provides that the Judiciary shall have thirty (30) calendar days after receipt of invoice or performance of the services to make payment. For this reason, the Judiciary shall reject any bid submitted with a condition requiring payment within a shorter period. Further, the Judiciary will reject any bid submitted with a condition requiring interest payments greater than that allowed by Section 103-10, H.R.S., as amended.

The Judiciary will not recognize any requirement established by the Contractor and communicated to the Judiciary after award of the contract, which requires payment within a shorter period or interest payment not in conformance with Statute. For this reason, the Judiciary will reject any bid submitted with a condition requiring payment within a shorter period.

2.18.2. Termination for Cause

If the Contractor:

1. Fails to begin the work or services under the contract within or by the time specified.
2. Fails to perform the work with sufficient workmen, equipment, or materials to insure prompt completion of the work.
3. Performs the work or services negligently, or neglects or refuses to remove materials or to perform anew, such work or services that may be rejected as unacceptable.
4. Discontinues the prosecution of the work or services.
5. Otherwise breaches any term of the contract.

6. Becomes insolvent or is declared bankrupt, or commits any act of bankruptcy or insolvency.
7. Allows any final judgement to stand against him unsatisfied for a period of ten (10) days.
8. Makes an assignment for the benefit of creditors.
9. For any other cause whatsoever, fails to carry out the work or services in an acceptable manner, the Judiciary will give notice to the Contractor of such delay, neglect, or default. If the Contractor within a period of ten (10) days after the date of such notice, shall not proceed in accordance therewith, then the Judiciary will have full power and authorize, without violating the contract, to take the prosecution of the work or services out of the hands of the Contractor, and to use such methods are deemed necessary to complete the contract in an acceptable manner.

All costs and charges incurred by the Judiciary, together with the cost of completing the work or services under the contract, will be off set from any monies due or which would or might have become due to the Contractor had the Contractor completed the work under the contract. If such expense exceeds the sum which would have been payable under the contract, the Contractor shall be liable and shall pay to the Judiciary the amount of such excess within ten (10) days after demand therefore.

2.18.3. Liquidated Damages

Failure to complete delivery of any item in the contract within the time proposed will cause damage to the Judiciary. The amounts of said damages being difficult, if not impossible to ascertain, shall be estimated, agreed upon and fixed at the sum of TWENTY FIVE DOLLARS (\$25.00) for each and every calendar day the Contractor delays in completing any item of the contract after the required date of said completion. The total sum due for such delay, shall be deducted from any payments due or to become due to the Contractor.

2.18.4. Interpretation of Provisions

Notwithstanding any other provisions, if there is any doubt as to the interpretation of any of the provisions of this agreement, the interpretation given and made by the Officer-in-Charge with the approval of the Financial Services Administrator, or the interpretation made by the Financial Services Administrator, shall govern and control. In addition, the parties hereto agree that said Financial Services Administrator, shall have the sole power to decide and resolve matters which may come up in the future and which are not covered by this agreement.

2.18.5. Conflicts and Variations

In the event of any conflict or variation between the provisions of this document entitled Special Provisions and the General Conditions, the provisions of the document entitled Special Provisions shall control.

END OF SECTION

**SECTION THREE - OFFER FORM
INVITATION FOR BID NO. J15003
TO FURNISH RECORDS STORAGE AND RETRIEVAL SERVICES OF COURT
DOCUMENTS FOR THE SECOND CIRCUIT COURT
THE JUDICIARY, STATE OF HAWAII**

Offeror: _____
_____, Hawaii
_____, 20_____

Financial Services Administrator
The Judiciary, State of Hawaii
Kauikeaouli Hale
1111 Alakea Street, 6th Floor
Honolulu, Hawaii 96813

Dear Financial Services Administrator:

The following offer is made to provide the goods and service indicated in the following proposal schedule to the Judiciary, State of Hawaii, at the location(s) required in the specifications, all according to the true intent and meaning of the specifications hereinafter contained.

The undersigned states that he has carefully read and understands the terms and conditions specified in the proposal, the Specifications and Special Provisions attached hereto, and in the General Conditions dated February 2001 by reference made a part hereof and available upon request, for this contract, and that the Financial Services Administrator reserves the right to reject any or all bids and to waive any defects when in his opinion such rejection or waiver will be for the best interest of the Judiciary.

The undersigned hereby proposes to FURNISH RECORDS STORAGE AND RETRIEVAL SERVICES OF COURT DOCUMENTS FOR THE SECOND CIRCUIT COURT, THE JUDICIARY, STATE OF HAWAII, in strict compliance with the Agreement, Specifications, Special Provisions, and General Conditions dated February 2001 and Procedural Requirements dated May 2003 by reference made a part hereof and available upon request, for the Total Bid Price of:

Dollars (\$ _____)

The undersigned represents: (Check one only)

- A **Hawaii Business** incorporated or organized under the State of Hawaii; **OR**
- 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 and has a separate branch or division in the State that is capable of fully performing under the contract.

State of incorporation _____

Offeror is:

- Sole Proprietor Partnership Corporation Joint Venture
- Other _____

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

Federal I.D. No. _____

Hawaii General Excise Tax License I.D. No. _____

Payment address (other than street address below): _____

City, State, Zip Code: _____

Business address (**Hawaii street address**): _____

City, State, Zip Code: _____

Email Address: _____

Respectfully submitted,

Offer: _____
Exact Legal Name of Offeror

Signature: _____

Name: _____

Title: _____

Date: _____

Phone: _____ Fax: _____

Email Address: _____

The following proposal is hereby submitted for all of the work listed below, to furnish records storage and retrieval services of court documents for the Second Circuit Court. Price must include all applicable taxes.

I. Bid Amount for Fiscal Year 2014-15 (July 1, 2014 to June 30, 2015)

Description of Services Required		Cost Per Unit	Est Cost Per Month (Unit price x Est.)	Annual Bid Price (Est Cost/Mon x 12)
1	Storage Cost for Active & Inactive files/boxes (estimate 4,300 boxes)			
2	Addition of boxes/file (estimate 41 per month)			
3	File retrieval/refile (estimate 113 per month)			
4	File pick up/delivery (estimate 100 per month)			
5	RUSH retrievals (estimate 5 per month)			
6	Destruction Services (estimate 16 per month)			
7	Permanent Out Boxes (estimate 37 per month)			
8	Purchase of Storage Boxes (estimate 26 per month)			
9	Cost to Relocate files from existing location to new facility (Estimate: 4,300 boxes)			
10	Other Expenses (if any) Specify Item and Cost:			
Total Cost for FY 2014-15*				

* Transfer FY 2014-15 amount to Summary of Bid

Additional Information Required – Price per gallon of fuel used to calculate bid amount above: _____

Bid Amount for Fiscal Year 2015-16 (July 1, 2015 to June 30, 2016)

Description of Services Required		Cost Per Unit	Est Cost Per Month (Unit price x Est.)	Annual Bid Price (Est Cost/Mon x 12)
1	Storage Cost for Active & Inactive files/boxes (estimate 4,300 boxes)			
2	Addition of boxes/file (estimate 41 per month)			
3	File retrieval/refile (estimate 113 per month)			
4	File pick up/delivery (estimate 100 per month)			
5	RUSH retrievals (estimate 5 per month)			
6	Destruction Services (estimate 16 per month)			
7	Permanent Out Boxes (estimate 37 per month)			
8	Purchase of Storage Boxes (estimate 26 per month)			
9	Cost to Relocate files from existing location to new facility (Estimate: 4,300 boxes)			N/A
10	Other Expenses (if any) Specify Item and Cost:			
Total Cost for FY 2015-16*				

* Transfer FY 2015-16 amount to Summary of Bid

Additional Information Required – Price per gallon of fuel used to calculate bid amount above: _____

Summary of Bid:

<u>Total for Fiscal Year 2014-15</u>	<u>Total for Fiscal Year 2015-16</u>	<u>Total Bid Price</u>
_____	_____	_____
+	=	**

** Amount should agree with Total Bid Price shown on page OF 1 of Offer Form

II. Additional Information

A. SUBCONTRACTORS

The Offeror certifies that the following is a complete list of all contractors and subcontractors who will be engaged by the Offeror on the project to perform the nature and scope of work indicated. The Offeror further understands that only those joint contractors and subcontractors listed shall be allowed to perform work on this project and that all other work necessary shall be performed by the Offeror with his own employees. If no joint contractor or subcontractor is listed, it shall be construed that all of the work shall be performed by the Offeror with his own employees.

Provide the complete firm name, address and phone number of the joint or subcontractor to perform this service.

<u>Name of Subcontractor Company</u>	<u>Address</u>	<u>Phone/Fax/Email</u>

B. REFERENCES

FAILURE TO COMPLETE ANY OF THE FOLLOWING ITEMS MAY RESULT IN THE DISQUALIFICATION OF THE SUBMITTED BID.

Names and addresses of companies, other than the Judiciary, for which the undersigned has provided or is currently providing services that are similar in nature and/or volume to services specified in the attached specifications. Refer to References section of the enclosed Bid Proposal.

<u>Company Name / Agency Contact Person</u>	<u>Address</u>	<u>Phone/Fax/Email</u>

C. NAME OF AUTHORIZED LOCAL SERVICE REPRESENTATIVE

Company Name/Agency Contact Person

Address

Phone/Fax/Email

D. INSURANCE COVERAGE:

Carrier Name

Policy No.

Commercial General Liability

Automobile Insurance

Worker's Compensation

Temporary Disability

Prepaid Health Care

Unemployment Insurance

E. Is drawing or layout of proposed storage area attached: _____

F. Type of computerized record retrieval system used by Offeror: