



Office of the Administrative Director – Financial Services Department

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April 19, 2018

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Dean H. Seki, Financial Services Director /S/ Dean Seki

SUBJECT: ADDENDUM NO. 1
JUDICIARY PROJECT NO. J19002

TO FABRICATE, PRINT, AND MAILOUT JUROR QUESTIONNAIRES AND
SUMMONS FOR THE CIRCUIT COURTS, THE JUDICIARY, STATE OF HAWAII

Transmitted herewith is a copy of Addendum No. 1 providing the following:

- To inform you that under Section 2, Special Provision, 2.4. Offeror Qualification, D. Security, the following changes have been made:

D. SECURITY – Offeror shall have a secure site and be access to only those that are employed to protect sensitive information. Offeror must understand the importance of sensitive nature if the information handling and all employees signed Confidentiality and Non-Disclosure Agreements and maintain strict internal policies pertaining to safeguarding and handling of client's information. **Due to security concerns, physical printing facility must be located on the island of Oahu so it can be monitored periodically by the Officer-in-Charge to verify compliance.**

- To inform you that under Section 2, Special Provision, 2.8. Joint Contractors, the following changes have been made:

Offeror **may not** subcontract portions of this project. Offeror shall be the Primary Contractor and be liable for all work performed under this project.

Should you have any technical questions regarding this Addendum, please call the Officer-In-Charge for this project, Tiffany DeGuzman, via phone at (808) 539-4358 or via email at Tiffany.n.deguzman@courts.hawaii.gov. Other questions may be directed to Deepa P. Sheehan of the Judiciary Contracts & Purchasing Office via phone at (808) 538-5805 or via email at Deepa.P.Sheehan@courts.hawaii.gov.

ADDENDUM NO. 1
INVITATION FOR BID
BID PROPOSAL NO. J19002
TO

TO FABRICATE, PRINT, AND MAILOUT JUROR QUESTIONNAIRES AND SUMMONS FOR THE
CIRCUIT COURTS, THE JUDICARY, STATE OF HAWAII

April, 2018

This addendum modifies the original Solicitation Documents for the solicitation dated April, 2018 and any previously issued addenda. The items in the addendum shall govern the work, taking precedence over previously issued specifications and drawings governing the items mentioned. Acknowledge receipt of this Addendum in the space provided on the Sealed Offer Form.