



**Office of the Administrative Director – Financial Services Department**

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DEPUTY ADMINISTRATIVE DIRECTOR

June 8, 2018

MEMORANDUM

TO WHOM IT MAY CONCERN:

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

SUBJECT: ADDENDUM NO. 1  
JUDICIARY IFB J19059

TO FABRICATE, PRINT, AND MAIL OUT JUROR QUESTIONNAIRES AND  
SUMMONS STATEWIDE FOR THE STATE OF HAWAII, THE JUDICIARY

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

- **Questions and Answers for the above IFB.**
- **Amend the Table of Contents, Attachments, to include Judiciary's Discrimination Free Workplace Policy.**

Should you have any technical questions regarding this Addendum, please call the Officer-In-Charge for this IFB Tiffany Deguzman, Ph. (808) 539-4358 or [Tiffany.N.Deguzman@courts.hawaii.gov](mailto:Tiffany.N.Deguzman@courts.hawaii.gov). Other questions may be directed to Deepa P. Sheehan of the Judiciary Contracts & Purchasing Office at (808) 538-5805, or [Deepa.P.Sheehan@courts.hawaii.gov](mailto:Deepa.P.Sheehan@courts.hawaii.gov).

ADDENDUM NO. 1

INVITATION FOR BID

BID PROPOSAL NO. J19059

TO FABRICATE, PRINT, AND MAIL OUT  
JUROR QUESTIONNAIRES AND SUMMONS  
STATEWIDE FOR THE  
STATE OF HAWAII, THE JUDICIARY

June 8, 2018

This addendum modifies the original Solicitation Documents for the solicitation dated June, 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.

**QUESTIONS AND ANSWERS**

- 1. Does postage fees need to be included with the cost per set on the offer form?**

Yes. Please refer to Section 1.2, Letter L Mail Out, # 2 and Offer Form, OF3, Letter A Juror Questionnaire Forms. On the Bottom of OF3, Letter A, it states: Total Bid Amount should agree with the Bid Price specified on page 1 of the Bid Proposal and **shall include all applicable TAXES and ANY OTHER COSTS.**