



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

THE JUDICIARY • STATE OF HAWAII • 1111 ALAKEA STREET, 6<sup>TH</sup> FLOOR • HONOLULU, HAWAII 96813-2807  
TELEPHONE (808) 538-5800 • FAX (808) 538-5802

**Rodney A. Maile**  
ADMINISTRATIVE DIRECTOR

**Terri Gearon**  
FINANCIAL SERVICES DIRECTOR

**Iris T. Murayama**  
DEPUTY ADMINISTRATIVE DIRECTOR

February 14, 2019

**MEMORANDUM**

TO WHOM IT MAY CONCERN:

FROM: /s/ Terri Gearon, Terri Gearon, Financial Services Director

SUBJECT: ADDENDUM NO. 1  
JUDICIARY PROJECT NO. J19205

TO PROVIDE STATEWIDE DRUG CONFIRMATION TESTING FOR THE JUDICIARY  
STATE OF HAWAII

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

- **Questions and Answers for the above project.**

Should you have any technical questions regarding this Addendum, please call the Officer-In-Charge for this project Kathi Fujii, Ph(808) 539-4510 or Kathi.K.Fujii@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.

ADDENDUM NO. 1

INVITATION FOR BID

BID PROPOSAL NO. J19205

TO

TO PROVIDE STATEWIDE DRUG CONFIRMATION TESTING FOR THE JUDICIARY  
STATE OF HAWAII

February 14, 2019

This addendum modifies the original Solicitation Documents for the solicitation dated February, 2019 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. Please confirm that 4 electronic copies of the proposal will be acceptable, and no hard copies are required (page 1 of RFP).**

4 separate CD's or 4 separate Flash Drives must be submitted if submitting electronically. Please refer to page at the start of the solicitation labeled, REQUEST FOR PROPOSALS NO. J19205 TO PROVIDE STATEWIDE DRUG CONFIRMATION TESTING FOR THE JUDICIARY.

- 2. Regarding the requirement that the proposals be postmarked before midnight on 2/22/19, is it acceptable to ship the proposals via USPS Priority Mail or Priority Express Mail on the 22nd, so that the package will have a tracking number? If we send the package USPS Priority Mail or Priority Mail, would that be considered postmarked or hand delivered?**

The package needs to postmarked before midnight on February 22, 2019 Hawaii Standard Time and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:00 p.m., Hawaii Standard Time on February 22, 2019. If sending USPS, the post office will time/date stamp your package. We will be using this date on the package for deadline compliance. Proposals postmarked or hand delivered after the above due date and times will not be considered and will be returned unopened to the applicant. Please refer to page at the start of the solicitation labeled, REQUEST FOR PROPOSALS NO. J19205 TO PROVIDE STATEWIDE DRUG CONFIRMATION TESTING FOR THE JUDICIARY.

- 3. Would it be acceptable to email the proposals prior to the deadline on 2/22, and follow up with the package containing the supplies, to be received within 10 days of the deadline? If this is acceptable, would the Judiciary still require the package to be postmarked before midnight on 2/22, or would receipt of the package within 10 days of the deadline be sufficient?**

Persons or organizations must submit four (4) sets (Original + 3copies) of their completed proposals ( in hard copy, pdf format on CD or flash drive) and must be postmarked before midnight on February 22, 2019 Hawaii Standard Time and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:00 p.m., Hawaii Standard Time on February 22, 2019. We will be looking for the time/date stamp on your package. Proposals postmarked or hand delivered after the above due date and times will not be considered and will be returned unopened to the applicant. Please refer to page at the start of the solicitation labeled, REQUEST FOR PROPOSALS NO. J19205 TO PROVIDE STATEWIDE DRUG CONFIRMATION TESTING FOR THE JUDICIARY.

- 4. We understand that samples of transport materials, test kits, chain of custody forms, a sample bill and set up on the web-based reporting system are required as part of the Technical Proposal. Can you confirm these are all of the items that are required (in addition to the Technical Proposal and Cost Proposal)? When would the Judiciary be expecting the results of the required confirmation tests?**

We would expect the test results within forty-eight (48) hours of sample receipt by the laboratory for screens and seventy-two (72) hours of sample for confirmations. The results can be submitted via e-mail or fax.

- 5. Does the Judiciary want an insurance certificate to be submitted with the RFP response?**

Prior to execution of contract, successful proposer shall provide proof of coverage of insurance requirements set forth under section 3.8, # D of the Special Provisions of the RFP.