



State of Hawai‘i

560 North Nimitz Highway, Suite 200
Honolulu, Hawai‘i 96817

September 26, 2025

Request for Quotes (“RFQ”) No. COMM 2026-004

PRINTING OF THE 2025 OHA ANNUAL REPORT

To All Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors to provide printing services for the 2025 OHA Annual Report.

Quotes must be received through the HiePRO website by 2:00 p.m. Hawai‘i Standard Time (hereinafter “HST”) on Monday, September 29, 2025.

Pursuant to Hawai‘i Administrative Rules §3-122-75, considering the criteria, including but not limited to quality, warranty, and delivery; the award shall be made to the lowest responsive, responsible offeror. When award to the lowest responsive, responsible offeror is not practicable, award shall be made to the offeror whose quotation provides the best value to the OHA.

The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or part in the best interest of the OHA.

Background

Production of an annual report is required by law, pursuant to HRS Chapter 10, Section 10-14.5.

Scope of Services

- A. The successful Offeror shall provide printing and delivery of OHA’s 2025 Annual Report in a satisfactory manner as determined by the OHA. The services shall include, but may not be limited to, the following:
1. Quantity of 500 copies;
 2. Self-Covered, 10-1/2"x 11";

3. 4cp 2/s on 100# semi-Gloss;
 4. Final Size: 10-1/2"x 11" (flat 21"x11);
 5. 20 pages with bleed;
 6. Double-sided printing with Four Color process inks to include bleeds;
 7. Saddle Stitching;
 8. Providing a FINAL printed proof (followed by digital, if needed) by Tuesday, December 16, 2025;
 9. Standard packing; and
 10. Local delivery to the OHA Honolulu office located at 560 North Nimitz Highway, Suite 200, Honolulu, Hawai'i 96817 **no later than Friday, December 26, 2025.**
- B. The OHA will provide the PDF for straight output to the successful Offeror by Wednesday, December 10, 2025. See Attachment 1 for the sample of the 2024 OHA Annual Report.

General Requirements

- A. Prior to submitting a quote through HiePRO, the Offeror must be registered in HiePRO in order to respond to a solicitation. Please register by going to SPO's website:
<https://hiepro.ehawaii.gov/vendor.html>.
- B. All local, national, or international Offerors must be compliant with the State of Hawai'i in order to be awarded. If you are not compliant, please register by going to the Hawai'i Compliance Express (hereinafter "HCE") website:
<http://vendors.ehawaii.gov/hce/splash/welcome.html>
- C. The Offeror must complete the W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) upon notification of award.
- D. The Offeror must submit a current copy of a Certificate of Liability Insurance upon notification of award and shall, at its own costs and expense, at all times during the term of the Contract, maintain insurance coverage with the minimum limits as follows:

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (including personal injury, death, and property damage)	\$2,000,000 per occurrence; \$2,000,000 general aggregate per policy year; \$2,000,000 products and completed operations aggregate limit per policy year.
Personal and Advertising Injury	\$1,000,000 each occurrence.
Umbrella Liability	\$2,000,000 aggregate.

Automobile Insurance covering all owned, non-owned, and hired automobiles

Bodily injury liability limits of \$1,000,000 per person and \$1,000,000 per accident; property damage liability limits of \$1,000,000 per accident. Or \$2,000,000 combined single limit.

Workers Compensation as required by laws of the State of Hawai‘i

Insurance to include Employer’s Liability. Such coverage shall apply to all employees of the CONTRACTOR and (in case any sub-contractor fails to provide adequate similar protection for all its employees) to all employees of sub-contractors.

Professional Liability (Errors and Omissions)

\$1,000,000 per claim
\$2,000,000 annual aggregate

1. The State of Hawai‘i, the OHA, its elected and appointed officials, employees, and volunteers shall be named and added as additional insured with respect to occurrences during or in connection with the performance of this Contract. Before the effective date of this Contract, the CONTRACTOR agrees to provide the OHA with certificate(s) of insurance necessary to satisfy the OHA that the insurance provision of this Contract have been complied with and to keep such certificate(s) on deposit with the OHA during the entire term of this Contract. The minimum insurance required shall be in full compliance with the Hawai‘i Insurance Code throughout the entire term of the Contract, including supplemental contracts, and shall be written by a company authorized to do business in the State of Hawai‘i and rated no less than an AM Best rating of A-VIII. CONTRACTOR and its carriers agree to waive their rights of subrogation with respect to any claims covered, or which should have been covered, by valid and collectible insurance, including any deductibles or self-insurance maintained thereunder. Upon request by the OHA, the CONTRACTOR shall furnish a copy of the policy or policies that satisfy the Insurance Requirements of this Contract.
2. Failure of the CONTRACTOR to provide and keep in force such insurance shall be regarded as a material default under this Contract, entitling the OHA to exercise any or all the remedies provided in this Contract for default of the CONTRACTOR.
3. The procuring of such required policy or policies of insurance shall not be construed to limit the CONTRACTOR’S liability hereunder or to fulfill the indemnification provisions and requirements of this Contract. Notwithstanding said policy or policies of insurance, the CONTRACTOR shall be obliged for the full and total amount of damage, injury, or loss cause by negligence or neglect connected with this Contract.
4. To satisfy the minimum coverage limits required by this Contract, the Successful Offeror may use an umbrella policy in addition to the mandatory insurance policies (e.g, general liability insurance, automobile Insurance, and workers’ compensation)

provided that the OHA approves, and the umbrella policy follows the underlying coverage forms.

5. The CONTRACTOR shall notify the OHA in writing of any cancellation or substantive change in insurance at least thirty (30) calendar days prior to the effective date of such cancellation or change.
6. The OHA is a self-insured semi-autonomous state agency. The CONTRACTOR'S insurance shall be primary. Any insurance maintained by the State of Hawai'i and OHA shall apply in excess of, and shall not contribute with, insurance provided by the CONTRACTOR.

The Successful Offeror shall comply with HRS, Chapter 103D, as amended, and all State, Federal, and County requirements.

The Successful Offeror shall also comply with the OHA General Terms and Conditions appended hereto as Attachment 1 and which by reference is incorporated herein and made part of this RFQ. Additionally, the Successful Offeror shall also comply with any Special Conditions that the OHA may require. The OHA also reserves the right to make appropriate modifications to the quantity of items or reporting requirements contingent upon unforeseen conditions.”

The solicitation may be canceled when it is determined to be in the best interest of the OHA. If you have any questions, you may contact Alison Roney, Procurement Agent, by email at alisonr@oha.org.