



**PURCHASING DIVISION  
DEPARTMENT OF FINANCE  
THE COUNTY OF KAUAI**

**DEREK S. K. KAWAKAMI, MAYOR  
MICHAEL A. DAHLIG, MANAGING DIRECTOR**

**REIKO MATSUYAMA  
DIRECTOR**

**MICHELLE L. LIZAMA  
DEPUTY DIRECTOR**

June 17, 2020

Fileminders of Hawaii, LLC  
dba Access Information Management  
91-238 Kauhi Street  
Kapolei, HI 96813  
bkiyabu@accesscorp.com

Attn: Chris Harris, Area Vice President  
Cynthia Alsup, Sr. Vice President

**RE: Notice of Award – IFB 3716 Scanning Services**

Gentlemen,

Your firm has been awarded the contract to provide Scanning Services for the Department of Finance, Motor Vehicles Division. This award is issued in accordance with Invitation for Bid Document 3716.

The contract amount shall not exceed **ONE HUNDRED NINETEEN THOUSAND FOUR HUNDRED AND NO/100 DOLLARS (\$119,400.00)**.

The contract term shall be for 120 calendar days starting on the date set forth in the official Notice to Proceed.

Contract documents will be emailed to you under separate cover for your review and execution. Contract No. 212761 is assigned and should be referenced in all future communications relating to this contract.

After the contract is fully executed a “Notice to Proceed” will be issued to designate the official contract starting date. Until said Notice is issued the County may find cause for cancellation of the award and any expenses incurred by you will be at your own risk.

Further as a reminder, the following are requirements for final payment and should be submitted with your final payment invoice:



- Tax clearance compliance required by HRS 103D-328; and 103D-310(c)
- Contractor's Certificate of Compliance for Final Payment (self-certification form), Required by HAR 3-122-112 (c), Responsibility of Offers. Purchasing Division Schedule G-1 is available upon request.

We appreciate the opportunity to work with you on this project and look forward to its successful and timely completion.

Please feel free to call us on any questions or if we may be of service.

Very truly yours,

*Ernest Barreira*  
Ernest Barreira (Jun 17, 2020 14:19 HST)

Ernest W. Barreira, M.S.  
Assistant Chief Procurement Officer

cc: Fin/MVR – J.Lee

/jc






# NOA C212761

Final Audit Report

2020-06-18

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