February 23, 2021

TO: Interested Offerors

FROM: Rick T. Sogawa
Procurement Officer

SUBJECT: Invitation for Bids No. FMO-2021-04, Addendum No. 2
Printing and Mailing Services for the Monthly Tenant Rent Bills for the
Hawaii Public Housing Authority

This Addendum No. 2 is to: 1) provide the Pre-Bid Teleconference meeting minutes
conducted on February 19, 2021; 2) provide responses to written questions received
up until February 19, 2021; and 3) amend the IFB as follows:

Part I Pre-Bid Teleconference Meeting Minutes:

See attached Minutes.

Part II – Responses to Written Questions:

Question 1. What are the current contract prices?
Response: Please see the attached current service provider’s bid offer forms.

Question 2. Who holds the current contract for this?
Response: New Angle Systems, LLC

Question 3. Can you have a document management system put into an
addendum to such that any successful bidder will need to have a
similar type system?
Response: No.

Question 4. RE: 1099’s; what type of paper and envelopes are required?
February 23, 2021
IFB FMO-2021-04, Addendum No. 2
Page 2

Response: A specific type of paper/envelope is not specified in the IFB. Please reference the 1099 form requirements set forth by the IRS, visit: www.irs.gov for more information.

Question 5. RE: 1099’s; is an extra set still required to be printed for archival purposes?

Response: Yes, please see amendment to the IFB no. 2 under Part III below.

Question 6. Can the bills be mailed from the mainland & if so, will the 15% printing preference be afforded to local bidders?

Response: The HPHA is currently gathering the information and will issue a response as an addendum to the IFB.

Question 7. Can the micro-perforated line for the bills be at 3-1/2” (instead of 3-5/8") from the bottom?

Response: No.

Part III – Amendments to the IFB:

1. Paragraph b. under Subsection 3. Payment on Page 28 under Section 2 of the IFB is hereby amended to read as follows:

   "The Successful Bidder shall submit a monthly invoice, one (1) original, for services rendered to:

   Hawaii Public Housing Authority
   Attn: Information Technology Office Fiscal Management Office
   1002 N. School Street
   Honolulu, HI 96817"

2. A subparagraph is added under Subsection 3. Printing and Mailing IRS Tax Form on Page 26 under Section 2 of the IFB, is hereby amended to read as follows:

   "6. Provide one (1) additional hard copy of all 1099 forms on an annual basis."

3. Attachment 2a – Sealed Bid Offer and Bid Offer Form (Rev. 2/23/2021) attached hereto replaces Attachment 2 – Bid Offer Form to: 1) reflect corrected number of months for printing and mailing of tenant rent bills for the Option Year 1 and Option Year 2 contract periods; and 3) include sub-contractor information.

Bidders shall submit bid offers using Bid Offer Form (Rev. 2/23/2021) as
provided herein as Attachment 2a to be considered responsive. Bid offers submitted using prior versions of the Bid Offer Form shall be rejected and deemed non-responsive.

4. Attachment 3a – Record Layout Specifications attached hereto replaces Attachment 3 – Record Layout Specifications to correct the 1) name on row 11 of item 5 to indicate “ENTITY ID” and 2) name specified on row 5 of item 6 to indicate “TRANSACTION ID.” Revisions to items 5 and 6 are bolded text on Attachment 3a.

5. All other terms and conditions of the IFB, as previously amended, shall remain in full force and effect.
Pre-Bid Conference Minutes
IFB FMO-2021-04
Printing and Mailing Services of Monthly Tenant Rent Bills

February 19, 2021
9:00 am

Attendance:
Tiana Kobashigawa – HPHA
Brad Barton – Metro Presort, Inc.
Julian Redman – The Master’s Touch, LLC
Kyle Hashimoto – EMSS, Inc.
Kevin Nishimoto – New Angle Systems, LLC

I. Welcome
A. Introduction of HPHA Staff
   1. Tiana Kobashigawa – Contract Specialist/IFB Coordinator, conducts the procurement and is
   the main point of contact for this procurement; contact info provided on page 2 of IFB.

B. This Conference is to highlight the IFB requirements, bidders are responsible for the full content
   of the IFB. Submission of a bid shall be regarded as the bidder’s assurance that he/she is willing
   and able to comply with all aspects/requirements of the IFB. All new/additional information will
   be distributed in the form of an addendum.

II. Section 1 – Administrative Overview
A. Procurement Timeline (Pg. 2)
   • **Written Questions Due:** Today, 2/19/2021
   • Response to written questions received by 2/19 (today) will be issued via Addendum:
     Tuesday, 2/23/2021
     o questions received after 2/19 may/may not receive a formal response
   • **Sealed Bid Offers Due:** 10am, Wednesday, 3/5/2021
   • Public Bid Opening: 10:15am, Friday, 3/5/2021
   • Notice of Award: March 2021
   • Contract Execution: March 2021
   • Contract Start Date: April 1, 2021 or upon issuance of a Notice to Proceed

The HPHA reserves the right to amend or revise the timetable without prior written notice.
Contract execution and start date are subject to the availability of funds.

B. Wage and Labor Law Compliance in accordance with section 103-55, Hawaii Revised Statutes
(Pg. 3). Prior to entering into a Contract in excess of $25,000, the successful bidder shall certify
that services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work; See Attachment 1 – Wage Certificate.

C. Rejection of Bids (Pg. 6).

1. The HPHA reserves the right to consider as acceptable only bids submitted in accordance with all requirements set forth in the IFB and demonstrate an understanding of the service specifications.

2. Bids offering terms and conditions contradictory to those included in the IFB may be rejected.

D. Protests (Pg. 8).

1. Actual/prospective bidder may protest the solicitation or award of services only for a serious violation of procurement policies and operational procedures.

2. Protests shall be submitted in writing within 5 business days after the posting of an award.

3. Awards are posted on the State Procurement Office Hawaii Award and Notices Data System (HANDS). Contact information for protest and website information provided on Pg. 9.

III. Section 2 – Specifications

A. The purpose of this IFB is to competitively procure printing and mailing services for the HPHA’s monthly tenant rent bills statewide.

B. Qualifying Requirements (Pg. 13)

1. Prior to award of a contract, bidders shall demonstrate compliance with Federal and State laws (IRS, Dept. of Taxation, DCCA, DLIR).

   1. A Certificate of Vendor Compliance issued from the Hawaii Compliance Express may be submitted to satisfy this requirement. Info on the HCE is provided on Pg. 14.

   2. Bidders are advised to apply for the certificate as soon as possible. If a valid certificate is not submitted on a timely basis for award of a Contract, a bid otherwise responsive and responsible may not receive an award.

2. Indemnification (Pg. 14)

   Successful Bidder shall defend, indemnify, and hold harmless the State of Hawaii, the HPHA, its elected and appointed officials, officers, and employees from and against all liability, loss, damage, and demands arising out of or resulting from the acts or omissions of the Successful Bidder or the Successful Bidder’s officers, employees, agents, or subcontractors.

3. Insurance requirements (Pg. 15)
Insurance

1. General Liability: $2 mil combined single limit per occurrence for bodily injury and property damage;

2. Auto Liability: $1 mil bodily injury per person, $1 mil bodily injury per accident, and $1 mil property damage per accident OR combined single limit of $2 mil; and

3. Workers Compensation: limits as required by applicable State laws.

An umbrella policy may be used in addition to the mandatory insurance policies to supplement the coverages provided that the HPHA approves and the umbrella policy follows the underlying coverage forms.

4. Business Office (Pg. 17)

1. Successful Bidder shall have a permanent office in the State where he/she conducts business and have a designated local point of contact in the State of Hawaii where he/she will be accessible in person or via telephone during normal Hawaii State government business hours from 7:45am to 4:30pm HST. See Attachment 15 for Hawaii government observed holidays.

2. Answering services are not acceptable.

3. A permanent office location and phone number shall be stated in the Bidder’s bid offer.

5. Section 3 of the U.S. Housing Act of 1968 (Pg. 17)

1. To the greatest extent possible, ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects, be directed to low- and very-low income persons, particularly persons who are recipients of HUD assistance for housing.

2. With all things being equal, commit to a hiring preference for low- and very-low income persons, which includes advertising the vacancies to this population.

3. Some of the requirements may include: vacancy/recruitment announcements posted at our public housing offices targeting the low- and very-low income residents, quarterly new hire report.

4. Specific requirements will be provided to the Successful Bidder. Sample recruitment announcements and reports may be provided to the Successful Bidder.

C. Type of Contract (Pg. 18)

1. Formal written contract based on competitive sealed bids for goods and services; see Sample Contract in Attachments 5 – 12.
2. Subcontracting or assignments are not allowed without the prior written approval of the HPHA.

D. Single contract shall be awarded (Pg. 19)

1. Initial contract term will be 12 months, effective 4/1/2021, with up to 24 months of options to extend.

2. The period shall not exceed 12 months and shall be exercised at the sole discretion of the HPHA.

E. Bid price (Pg. 21), see Attachment 2 – Bid Offer Form.

1. Unit bid prices shall be submitted for each service items listed on the Bid Offer Form.

   1. Total bid price shall be the all-inclusive price charged to the HPHA to include, without limitation, personnel costs, benefits, equipment, materials, applicable taxes and all other necessary costs to provide the services specified in the IFB.

   2. Should also factor in cost increases associated with admin/personnel benefits required by law.

2. Bid prices shall be firm for the duration of the contract period (initial contract period and option year 1).

3. Successful bidder shall provide a detailed cost breakdown of all charges to include; printing, folding, inserting and mailing of the monthly rent bills, printing and mailing of the IRS 1099 tax forms, printing, folding and mailing monthly newsletters, programming costs and interesting pre-printed material from the HPHA. The HPHA is not responsible for and shall not pay overtime pay.

4. Charges for additional inserts and any mail with noncompliant bulk mail addresses shall be submitted on separate invoice and will be paid through other means such as a State purchase order or purchasing card.

5. A sample file may be requested from the Successful Bidder. See attachment 3 for Record Layout Specifications.

6. Successful Bidder shall be the responsive and responsible bidder who submitted the lowest Grand Total Bid Price.

7. Bidders should account for any published wage increase in the bid price as the HPHA shall not approve contract adjustment requests due to wage increase during the term of the contract that are known.

8. Contract price adjustment (Pg. 22)
1. At the release of this solicitation, the wages effective through 7/1/2020 and 1/1/2021 for state employees performing similar work are known and published by the Department of Human Resources Development (DHRD), if wages increase after the execution of the contract, the successful bidder may request an increase in Contract price. See Attachment 15 for DHRD website.

2. The successful bidder shall not be paid for any reimbursement of retroactive pay negotiated by the state.

3. Request for the increase must meet the criteria listed on pg. 22.

F. Scope of Work (Pg. 23)

1. Work included in the Contract shall consist of furnishing and paying for labor, supplies and all related administrative and necessary personnel costs in providing printing, folding, inserting, and mailing out rent bills and newsletters to Federal and State public housing tenants and also printing and mailing IRS 1099 Forms to the Hawaii Public Housing Authority’s Vendors in accordance with the conditions, specifications, general conditions, and procedural requirements, included and/or referenced in this IFB.

2. Service Activities (Minimum and or/mandatory tasks and responsibilities)

1. The printing and mailing of monthly tenant rent bills may consist of approximately 5,641 bills per month. The number of bills may vary and the HPHA shall only be billed for the actual number of rent bills mailed.

The Successful Bidder shall:

a. Provide the HPHA with a successful test of the banks processing during the first month of the Contract. The banks process shall include accepting and posting the tenant’s rent payment for deposit into the appropriate HPHA account. If the current Contractor receives the award, then the current Contractor may be exempt from this requirement and shall proceed upon written notice by the HPHA.

b. Print and mail the tenant rent bills to the HPHA’s public housing residents each month. Tenants must receive the rent bill not later than the first (1st) day of each month. The Successful Bidder must be able to complete the job within 48 hours or sooner.

c. Print the header, project, tenant, project records, bank information and comments on the rent bill. This information will be provided every month on two (2) American Standard Code for Information Interchange (ASCII) input files, one (1) for Federal properties and one (1) for State properties. The files can be combined and printed as one (1) job.
d. Provide double window #10 envelopes and print the HPHA postal permit on the envelopes. The actual number of envelopes shall be the same as the number of tenant rent bills mailed.

e. Provide paper and print the bills on white 24#, 8-1/2" x 11" laser stock. The bottom third of the bill will be processed by financial institutions. The bills must be separable by a micro-perforated line at 3-5/8" from the bottom. Magnetic Ink Character Recognition (MICR) characters must be the proper size and font, and be readable by Bank of Hawaii, First Hawaiian Bank and American Savings Bank located in the State of Hawaii.

f. Print bills using MICR ink on the entire form.

g. Provide a secured File Transfer Protocol (FTP) site to accept the electronic files. Electronic files will be sent two (2) to three (3) business days before the end of each month.

h. Provide some programming to extract bank information from the ASCII files. The total data file may have up to three (3) different banks. Each tenant will have the name of one (1) bank and its routing number printed on the bill. The Successful Bidder shall be able to make necessary changes to the ASCII file submitted by the HPHA.

i. Provide additional sheets of paper and printing to handle cases of records that cannot be printed all on one (1) page.

j. Be compliant with the latest U.S. Postal Service Coding Accuracy Support System (CASS) address matching requirements.

k. Provide sample electronic copies of billing statements in pdf from each of the bank accounts (see sample on page 25), prior to actually printing and mailing them each month. Only one sample of a statement for each of these banks is required in order for HPHA to first verify the format of the MICR lines. The Successful Bidder shall notify HPHA when samples from the secured website are ready for download.

The HPHA may request additional printings and/or mailing from the CONTRACTOR at the same rates as proposed in the original Bid Offer, unless price adjustments are made and approved by the HPHA.
1) The rent bills are not to be printed or mailed until the format is first approved by the HPHA Fiscal Management Office.

2) The HPHA shall:

   a. Provide two (2) ASCII files with the header, project, tenant, project records, bank information and comments on the rent bill. One (1) file will contain the Federal projects and one (1) file will contain the State projects.

   b. Upload the electronic files through a secured FTP site two (2) to three (3) business days before the end of each month based upon the published Rent Run Schedule. See Attachment 3.

   c. If necessary, deliver the pre-printed additional insert sheet 24#, 8-1/2x11" laser stock to the local company address prior to or on the day of printing and processing of the rent bill.

   d. Provide the HPHA postal permit information.

2. Newsletters and Inserts

At this time, the HPHA estimates one (1) newsletter per month; however, the number may increase or decrease from month to month.

   a. The Successful Bidder shall:

      1) Print, fold and insert the monthly newsletter and/or other inserts using 24#, 8-1/2x11" laser stock paper. Monthly newsletter and/or insert shall be printed in black ink, double-sided.

      2) Insert additional pre-printed sheets as requested by the HPHA.

   b. The HPHA shall:

      1) Send electronic files of the monthly newsletter and/or other inserts to the Successful Bidder by a mutually agreed upon deadline.

      2) Provide and deliver additional pre-printed sheets to the Successful Bidder’s facility not later than two (2) to three (3) business days before the end of each month. Deliveries may be dropped off on the day of printing and processing of the rent bill.
3. Printing and Mailing the IRS 1099 Tax Form

The job consists of approximately 1,200 IRS 1099 forms per year. The actual number of IRS 1099 forms shall vary and the HPHA shall be billed only for the actual number of forms sent out. Printed 1099 forms must meet all IRS requirements, please visit: www.irs.gov for more information.

a. The Successful Bidder shall:

1. Print, insert and mail approximately 1,200 IRS 1099 forms to the Vendors by January 31st of each contract period. Printed 1099 forms must meet all IRS requirements. Check the IRS website.

2. Provide approximately 1,200 envelopes or equivalent USPS approved mailer. The HPHA postal permit shall be printed on each envelope.

3. Provide a secured FTP site to accept the electronic files. An ASCII file will be provided in mid-January of each contract period, which contains the data for the 1099 forms.

4. Provide printable electronic copies of all 1099 forms on one (1) data compact disc or USB drive on an Annual basis or at the request of HPHA make available online via a secured site; the retention file time shall be for at least 6 months.

5. Returned Undeliverable/Noncompliant Bulk mail.

The Successful Bidder shall pay for any standard rate postage as necessary to timely mail all returned/undeliverable/noncompliant bulk mail to the tenants and seek reimbursement from the HPHA.

b. The HPHA shall:

1. Provide an ASCII file which contains the data for the 1,200 forms to the Successful Bidder by mid-January of each contract period.

2. Provide the HPHA postal permit information.

3. Upload the electronic files through a secured FTP site.

1. Administrative and Qualification Requirements (Minimum Requirements) (Pg. 27)

a. The Successful Bidder shall have five (5) years of experience providing printing and mailing services processing quantities in excess of 70,000 annually.
b. The Successful Bidder may be required to attend quarterly meetings with the Contract Administrator. The day and time are to be specified by the Contract Administrator. Necessary on-site visits shall be made as required.

c. The Successful Bidder must submit and maintain a quality control plan to be utilized as a self-monitoring tool to ensure the required services will be performed to meet the intent of the Scope of Work. At a minimum, the quality control plan must include the following:

1. Monitoring activities to ensure compliance with all Contract requirements;
2. Use of monitoring methods;
3. Frequency of monitoring;
4. Monitoring Form samples;
5. Title/level and qualifications of personnel who perform monitoring functions; and
6. Documentation methods of all monitoring results, including corrective action taken.

d. The Successful Bidder must submit and maintain a data security plan. The Plan must include control measures in place to prevent unauthorized disclosure of HPHA tenant personal identifiable information (PII). At a minimum, the data security plan must include:

1. security access and control requirements/procedures;
2. type of alarm system; and
3. visitor/guest authorization procedures.

e. The Successful Bidder shall have a system in place to track and monitor user accounts. The system shall have a process to manage and report security violations, including without limitation, procedures for information systems security incident reporting and monitoring.

f. The Successful Bidder must have security control measures in place to protect the confidentiality, integrity and availability of the system and information. The measures shall include without limitation: Security controls for common hardware and/or software; encryption methods, access controls for the file exchange servers, user access controls, retention policy and limits on the number of people who will have access to the HPHA tenant data.

2. Facility (Pg. 28)

The physical printing facility shall be fully secured with established access and controls. The HPHA may periodically monitor the Successful Bidder’s printing facility to verify compliance with this “secured facility” requirement, including without limitation, locked doors, surveillance cameras (HD), and/or night security guards. The HPHA reserves the right to conduct a site inspection prior to determination of an award to verify that the bidder’s physical printing facility is secure and is in compliance with the mandatory requirements stated in this IFB.
3. Payment

a. The HPHA shall have 30 calendar days after receipt of invoice or satisfactory delivery of goods or performance of the services to make payment. For this reason, the HPHA will reject any bid submitted with a condition requiring payment within a shorter period.

b. The Successful Bidder shall submit a monthly invoice, one (1) original, for services rendered to:

   Hawaii Public Housing Authority  
   Attn: Fiscal Management Office  
   1002 N. School Street  
   Honolulu, HI 96817

b. All invoices shall reference the Contract number and property name assigned to the Contract. Invoices shall also include a breakdown of the description of service, unit price, quantity and total amount. Payment shall be made monthly and based on the: 1) actual number of rent bills printed, folded and mailed; 2) actual number of IRS tax forms printed, folded and mailed; 3) actual number of newsletters printed, folded and mailed; 4) actual number of pre-printed material inserted; and 5) the programming costs for changing text in the comments section by the Successful Bidder.

c. All invoices shall reference the Contract number and property name assigned to the Contract. Invoices shall also include a breakdown of the description of service, unit price, quantity and total amount.

d. The Successful Bidder shall submit invoices for payment not earlier than the first of month for services provided in the previous month.

e. The Successful Bidder shall submit a separate invoice to the HPHA reimbursement of postage paid for noncompliant bulk mail on an as needed basis. Payment may be processed through other means such as a State purchase order.

f. The Successful Bidder shall be required to submit a tax clearance certificate for final payment on the Contract. A tax clearance certificate, not over two (2) months old, with an original green certified copy stamp, must accompany the invoice for final payment on the Contract; or the HCE Certificate of Vendor Compliance.

A. Performance Monitoring & Remedies (Pg. 29)

1. Ongoing monitoring performed by the respective Officer-In-Charge and the Contract Administrator.

2. On a monthly basis, the Contract Administrator will submit a report to the Successful Bidder listing any discrepancies or Contract violation(s) requiring correction. These discrepancies or Contract violation(s) shall be corrected or implemented by the next reporting period for payment adjustment purposes.
3. The Successful Bidder shall re-execute any work that fails to conform to the requirements of the Contract. Should the Successful Bidder fail to comply, the HPHA reserves the right to engage the services of another company to perform the services, to remedy the defect or failure and to deduct such costs from monies due to the Successful Bidder or to directly assess the Successful Bidder.

4. In the event the Successful Bidder fails, refuses or neglects to perform the services in accordance with the requirements of this Invitation-for-Bids, and the Contract, the HPHA reserves the right to purchase in the open market, a corresponding quantity of services. The HPHA shall deduct from the Successful Bidder the cost of procuring such services and from any moneys due or that may thereafter become due to the Successful Bidder.

5. Failure or refusal of the Successful Bidder to perform required services may be grounds to suspend or terminate the Contract as detailed in the General Conditions.

6. Liquidated damages are fixed at the sum of FIFTY DOLLARS ($50.00) for each calendar day that the Successful Bidder fails to perform in whole or in part any of its obligations in accordance with the terms of paragraph 9 of the General Conditions (see Attachment 11). Liquidated damages may be deducted from any payments due or may become due to the Successful Bidder.

IV. Section 3 – Bid Offer Form and Instructions (Pg. 32)

A. Bid offers shall be submitted using the Bid Offer Form prescribed in the IFB, see Attachment 2; re-created forms or other forms may be rejected and deemed non-responsive.

B. Bidders shall complete the Sealed Bid Offer Form in its entirety. A written response is required for each item unless indicated otherwise.

C. No supplemental literature, brochures or other unsolicited information should be included in the bid packet.

See Attachment 16 – Bid Submittal Checklist.

V. Section 4 – Bid Evaluation and Award (Pg. 36)

A. Bid offers received by the due date and time will be reviewed.

B. An award shall be made to the responsive and responsible bidder submitting the lowest Grand Total Bid Price on the Bid Offer Form. The Grand Total Bid Price is the sum of the 36-month Total Bid Prices for printing and mailing services.
C. To be considered a responsive bid and eligible for an award, the bidder shall submit a bid price for all line items listed, complete the Bid Offer Form in its entirety and conform to all requirements of the IFB.

D. In the event there are no responsive and responsible bid offers, the HPHA may use an alternative procurement method and may re-solicit for the services.

VI. Section 5 – Attachments (Pg. 37)

Please be sure to review all contents and attachments in the IFB. By submitting a bid offer, bidders warrant and represent that they have read and are familiar with the contractual and services requirements in the IFB.

VII. Closing/Questions

Reminders:
- Written questions due today, 2/19/2021
- Bid offers due by 10am on Friday, 3/5/2021
Part II: Bid Offer Price

Bidders shall provide itemized unit prices for all services. The Unit Price shall be the all-inclusive price to the HPHA, including all applicable taxes.

Initial 12-Month Period:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Unit Price</th>
<th>Estimated Quantity</th>
<th>Number of Months</th>
<th>Total (D=A x B x C) or (D= A x B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing (1-sided), folding inserting monthly tenant rent bill</td>
<td>$</td>
<td>5,641</td>
<td>11</td>
<td>$</td>
</tr>
<tr>
<td>Printing (2-sided), folding, inserting monthly newsletter to the tenant rent bill mailout</td>
<td>$</td>
<td>5,641</td>
<td>11</td>
<td>$</td>
</tr>
<tr>
<td>Printing (2-sided), folding, inserting one (1) additional page to the monthly tenant rent bill mailout</td>
<td>$</td>
<td>11,282</td>
<td>As Needed Basis</td>
<td>$</td>
</tr>
<tr>
<td>Folding and inserting pre-printed material from HPHA to include in the monthly tenant rent bill mailout</td>
<td>$</td>
<td>11,282</td>
<td>As Needed Basis</td>
<td>$</td>
</tr>
<tr>
<td>Printing and mailing IRS 1099 Tax Form</td>
<td>$</td>
<td>1,200</td>
<td>1</td>
<td>$</td>
</tr>
<tr>
<td>Programming costs for changing text (hourly basis)</td>
<td>$</td>
<td>12</td>
<td>As Needed Basis</td>
<td>$</td>
</tr>
</tbody>
</table>

Initial 12-Month Period

Subtotal: $___________
### Option Year 1:

<table>
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<tr>
<th>Service Description</th>
<th>Unit Price</th>
<th>Estimated Quantity</th>
<th>Number of Months</th>
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<td>12</td>
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</table>

**Option Year 1**  
**Subtotal: $___________**
## Option Year 2:

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<th>Service Description</th>
<th>Unit Price</th>
<th>Estimated Quantity</th>
<th>Number of Months</th>
<th>Total (D=A x B x C) or (D= A x B)</th>
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<tr>
<td>Printing and mailing IRS 1099 Tax Form</td>
<td>$</td>
<td>1,200</td>
<td>1</td>
<td>$</td>
</tr>
<tr>
<td>Programming costs for changing text (hourly basis)</td>
<td>$</td>
<td>12</td>
<td>As Needed Basis</td>
<td>$</td>
</tr>
</tbody>
</table>

**Option Year 2**  
Subtotal: $\_\_\_\_\_\_\_

Grand Total: $\_\_\_\_\_\_\_

The Total for each service/line item shall be calculated as follows:  
\[ A \times B \times C = D \]

The Grand Total is the sum of the Subtotals for the Initial 12-Month Period, Option Year 1, and Option Year 2.

The low bid shall be determined based on the Grand Total bid price. **Bidders are strongly encouraged to double check Bid Offer Form calculations for accuracy.**
Part III: Subcontractor Information

A. Please indicate if bid offer includes services to be provided by a subcontractor and follow instructions provided to complete Part III:

☐ Yes – Please complete Section B below.

☐ No – Completion of Section B below is not applicable. Leave Section B blank.

B. If bid offer includes services to be provided by a subcontractor, bidder shall include the name of each person or firm to be engaged by the Bidder as a subcontractor in the performance of the contract and the nature and scope of the work to be performed by each. Failure to do so shall result in an automatic rejection of the Bid Offer. All subcontractors must comply with the same requirements as the Successful Bidder’s duties, obligations, or interests under the resulting Contract.

Reference Attachment 11, State General Conditions, Section 6 – Subcontracts and Assignments.

Name of Subcontractor: ________________________________

Address: __________________________________________

Telephone No. _____________________________

Fax No. ________________________________

Hawaii General Excise Tax Lic. ID No.: ____________________________

Social Security or Federal Tax ID No.: ____________________________

Nature and scope of work to be performed:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

1. Have written quality control procedures? Yes ☐ No ☐

2. Have written data security plan? ☐ ☐

3. Have 5 years of experience providing printing and mailing services of a similar scope as described in this IFB? ☐ ☐
1) File format in ASCII code.
2) Record format shown below:

<table>
<thead>
<tr>
<th>RECORD TYPE</th>
<th>LENGTH</th>
<th>LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>141</td>
<td>1</td>
</tr>
<tr>
<td>P</td>
<td>219</td>
<td>2</td>
</tr>
<tr>
<td>T</td>
<td>263</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>106</td>
<td>4</td>
</tr>
<tr>
<td>F</td>
<td>38</td>
<td>1</td>
</tr>
</tbody>
</table>

3) "H" records layout shown below:

<table>
<thead>
<tr>
<th>NAME</th>
<th>TYPE</th>
<th>LENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEADER</td>
<td>ALPHANUMERIC</td>
<td>1</td>
</tr>
<tr>
<td>DATE 1</td>
<td>DATE</td>
<td>10</td>
</tr>
<tr>
<td>DATE 2</td>
<td>DATE</td>
<td>10</td>
</tr>
<tr>
<td>DATE 2</td>
<td>DATE</td>
<td>10</td>
</tr>
<tr>
<td>FILLER</td>
<td>SPACES</td>
<td>100</td>
</tr>
</tbody>
</table>

4) "P" record layout shown below:

<table>
<thead>
<tr>
<th>NAME</th>
<th>TYPE</th>
<th>LENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEADER</td>
<td>ALPHANUMERIC</td>
<td>1</td>
</tr>
<tr>
<td>PROJECT</td>
<td>ALPHANUMERIC</td>
<td>8</td>
</tr>
<tr>
<td>FILLER</td>
<td>SPACES</td>
<td>7</td>
</tr>
<tr>
<td>BANK CODE</td>
<td>NUMERIC</td>
<td>8</td>
</tr>
<tr>
<td>BANK NAME</td>
<td>ALPHANUMERIC</td>
<td>50</td>
</tr>
<tr>
<td>ACCOUNT NO</td>
<td>NUMERIC+SYMBOL</td>
<td>11</td>
</tr>
<tr>
<td>FILLER</td>
<td>SPACES</td>
<td>119</td>
</tr>
<tr>
<td>ROUTING</td>
<td>NUMERIC+SYMBOL</td>
<td>11</td>
</tr>
</tbody>
</table>

5) "T" record layout shown below:

<table>
<thead>
<tr>
<th>NAME</th>
<th>TYPE</th>
<th>LENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEADER</td>
<td>ALPHANUMERIC</td>
<td>2</td>
</tr>
<tr>
<td>TENANT ID</td>
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<td>9</td>
</tr>
<tr>
<td>CODE</td>
<td>SPACES+NUMERIC</td>
<td>6</td>
</tr>
<tr>
<td>NAME</td>
<td>ALPHANUMERIC</td>
<td>55</td>
</tr>
<tr>
<td>PROJECT</td>
<td>ALPHANUMERIC</td>
<td>8</td>
</tr>
<tr>
<td>FILLER</td>
<td>SPACES</td>
<td>7</td>
</tr>
<tr>
<td>UNIT ID</td>
<td>ALPHANUMERIC</td>
<td>10</td>
</tr>
<tr>
<td>FILLER</td>
<td>SPACES</td>
<td>5</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>ALPHANUMERIC</td>
<td>105</td>
</tr>
<tr>
<td>ZIP</td>
<td>ALPHANUMERIC</td>
<td>15</td>
</tr>
<tr>
<td>ENTITY ID</td>
<td>NUMERIC+SYMBOL</td>
<td>15</td>
</tr>
</tbody>
</table>
6) "D" record layout shown below:

<table>
<thead>
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<th>NAME</th>
<th>TYPE</th>
<th>LENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEADER</td>
<td>ALPHANUMERIC</td>
<td>1</td>
</tr>
<tr>
<td>DATE 1</td>
<td>DATE</td>
<td>10</td>
</tr>
<tr>
<td>DATE 2</td>
<td>DATE</td>
<td>10</td>
</tr>
<tr>
<td>AMOUNT</td>
<td>NUMERIC</td>
<td>12</td>
</tr>
<tr>
<td>TRANSACTION ID</td>
<td>NUMERIC</td>
<td>9</td>
</tr>
<tr>
<td>FILLER</td>
<td>SPACES</td>
<td>4</td>
</tr>
<tr>
<td>CODE</td>
<td>NUMERIC</td>
<td>4</td>
</tr>
<tr>
<td>FILLER</td>
<td>SPACES</td>
<td>1</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>ALPHANUMERIC</td>
<td>55</td>
</tr>
</tbody>
</table>

7) "F" record layout shown below:

<table>
<thead>
<tr>
<th>NAME</th>
<th>TYPE</th>
<th>LENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEADER</td>
<td>ALPHANUMERIC</td>
<td>1</td>
</tr>
<tr>
<td>COUNT T</td>
<td>NUMERIC</td>
<td>8</td>
</tr>
<tr>
<td>COUNT D</td>
<td>NUMERIC</td>
<td>8</td>
</tr>
<tr>
<td>TOTAL AMOUNT</td>
<td>NUMERIC</td>
<td>13</td>
</tr>
<tr>
<td>LINE COUNT</td>
<td>NUMERIC</td>
<td>8</td>
</tr>
</tbody>
</table>