February 24, 2021

TO: Interested Offerors

FROM: Rick T. Sogawa
Procurement Officer

SUBJECT: Invitation for Bids No. FMO-2021-04, Addendum No. 3
Printing and Mailing Services for the Monthly Tenant Rent Bills for the
Hawaii Public Housing Authority

This Addendum No. 3 is to: 1) provide additional response to a written question
received up until February 24, 2021; and 2) provide an attachment that was
inadvertently omitted from Addendum No. 2:

Part I – Additional Response to Written Question:

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

Response: Yes, the bills can be mailed from out-of-state, as long as the
Successful Bidder is able to meet the billing timeline set forth in the
IFB. Please reference Subparagraph b. under Subsection 1. Printing
and Mailing of the Monthly Tenant Rent Bills under the Scope of Work
on Pg. 23. Yes, the 15% preference would apply.

Part II – Addendum No. 2 Omitted Attachment:

The current contract pricing attachment was to be provided with Addendum No. 2 in
response to Question No. 1, but was inadvertently omitted. Please see the attached
current service provider’s bid offer form.

All other terms and conditions of the IFB, as previously amended, shall remain in full
force and effect.
Option Year 2:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Unit Price (A)</th>
<th>Estimated Quantity (B)</th>
<th>Number of Months (C)</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>$0.22</td>
<td>5,641</td>
<td>12</td>
<td>$14,892.24</td>
</tr>
<tr>
<td>Printing (2-sided), folding, inserting monthly newsletter to the tenant rent bill mailout</td>
<td>$0.15</td>
<td>5,641</td>
<td>12</td>
<td>$10,153.80</td>
</tr>
<tr>
<td>Printing (2-sided), folding, inserting one (1) additional page to the monthly tenant rent bill mailout</td>
<td>$0.15</td>
<td>11,282</td>
<td>As Needed Basis</td>
<td>$1,692.30</td>
</tr>
<tr>
<td>Folding and inserting pre-printed material from HPHA to include in the monthly tenant rent bill mailout</td>
<td>$0.07</td>
<td>11,282</td>
<td>As Needed Basis</td>
<td>$789.74</td>
</tr>
<tr>
<td>Printing and mailing IRS 1099 Tax Form</td>
<td>$4.17</td>
<td>1,200</td>
<td>1</td>
<td>$5,004.00</td>
</tr>
<tr>
<td>Programming costs for changing text (hourly basis)</td>
<td>$148.50</td>
<td>12</td>
<td>As Needed Basis</td>
<td>$1,780.00</td>
</tr>
</tbody>
</table>

Option Year 2

Subtotal: $34,314.08

Grand Total: $100,855.07

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.