March 1, 2021

TO: Interested Offerors

FROM: Rick T. Sogawa
Procurement Officer

SUBJECT: Invitation for Bids No. FMO-2021-04, Addendum No. 5
Printing and Mailing Services for the Monthly Tenant Rent Bills for the
Hawaii Public Housing Authority

This Addendum No. 5 is to amend the IFB as follows:

Attachment 2b – Sealed Bid Offer and Bid Offer Form (Rev. 3/1/2021) attached
hereto replaces Attachment 2a – Bid Offer Form to include pages 1 and 2 of the
Sealed Bid Offer which was inadvertently omitted from the Addendum No. 2
attachments.

Bidders shall submit bid offers using Bid Offer Form (Rev. 3/1/2021) as
provided herein as Attachment 2b to be considered responsive. Bid offers
submitted using prior versions of the Bid Offer Form shall be rejected and
deemed non-responsive.

Please contact Ms. Tiana Kobashigawa, IFB Coordinator, at (808) 832-6086 should
you have any questions. Thank you.
IFB FMO-2021-04
SEALED BID OFFER

Hawaii Public Housing Authority
Contract and Procurement Office
1002 North School Street, Bldg. D
Honolulu, Hawaii 96817

IFB Coordinator:

The undersigned has carefully read and understands the terms and conditions specified in the Invitation for Bids, Specifications and the General Conditions by reference made a part of this Bid Offer and hereby submits the following offer to perform the work specified.

That the undersigned further understands and agrees that by submitting this Sealed Bid Offer, 1) it is declaring its Bid Offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) it is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Date: ____________________________
Telephone No.: ____________________________
Fax No.: ____________________________
Payment address, if other than street address at right:

_______________________________

Hawaii General Excise Tax Lic. I.D. No.: ____________________________
Social Security or Federal I.D. No.: ____________________________

Respectfully Submitted,

Legal Name of Bidder (Company Name)

Authorized Signature (Original)

Title of Authorized Signer

Business Address

City, State, Zip Code

Bidder is:  □ Individual  □ Partnership  □ Corporation  □ Joint Venture
State of Incorporation:  □ Hawaii  * □ Other
*If “other”, is corporate seal available in Hawaii?  □ Yes  □ No

Offeror’s Physical Printing Facility is (Required):  □ In-State  □ Out-of-State
1. Provide the history of the bidder’s experience in operation of printing and mailing services in the State of Hawaii. Include the number of years of experience: (Attach separate pages if necessary).


2. Provide the names and address of companies or government agencies in which the bidder has provided or is currently providing printing and mailing services mentioned in Question 1 above along with the dates of services.

<table>
<thead>
<tr>
<th>Company or Agency</th>
<th>Contact Person</th>
<th>Telephone No.</th>
<th>Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Insurance coverage to be provided by:

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Provider</th>
<th>Agent Name</th>
<th>Agent Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Commercial Liability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automobile</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers Compensation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**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>
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Option Year 1 Subtotal: $
### Option Year 2:

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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>$</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? ☐ ☐