STATE OF HAWAII
DEPARTMENT OF TAXATION
HONOLULU, HAWAII

OCTOBER 26, 2018

INVITATION FOR BIDS
DOTAX-IFB-FY-2019-02

FOR THE PRINTING AND DISTRIBUTION OF 2019 LOOSE FORMS

*WITH THE OPTION OF EXTENDING FOR NOT MORE THAN TWO (2) ADDITIONAL TWELVE MONTH (12) PERIODS UPON MUTUAL AGREEMENT

Offers shall be received via the Hawaii State eProcurement System (HIePRO) no later than the date and time stated on HIePRO and must be submitted in strict accordance with the instruction therein.

Questions relating to this bid solicitation may be directed to Mr. Dexter Suzuki, phone 587-1500.

The Department of Taxation reserves the right to reject any or all bids and waive any defects when such rejection will be in the best interest of the public.

Dexter Suzuki
Administrative Services Officer
Administrative Services Office
INSTRUCTIONS TO BIDDERS

1. All bids shall be made on the Offer Form furnished by the Department of Taxation (the Department) and shall be signed by the Bidder with the Bidder's business address and telephone number. The Bidder is requested to submit its bid using the Bidder's exact legal name as registered with the Department of Commerce and Consumer Affairs. NO SUBSTITUTIONS OF MATERIALS OR ITEMS NOT EXPRESSLY PROVIDED FOR IN THE SPECIAL PROVISIONS, SPECIFICATIONS, AND GENERAL CONDITIONS WILL BE CONSIDERED OR ACCEPTED.

2. The following must be submitted with your bid. Failure to include certificates listed in A or B below will result in automatic rejection of your bid.

A. A current Certificate of Vendor Compliance obtained through Hawaii Compliance Express https://vendors.ehawaii.gov/, dated no earlier than one week prior to the offer submission date. There is a nominal charge for obtaining certificates through Hawaii Compliance Express.

OR

B. All of the following three certificates:

1. TAX CLEARANCE CERTIFICATE – A valid tax clearance certificate or current special letter signed by both the Department and the Internal Revenue Service (the IRS) certifying that the bidder does not owe the State of Hawaii and the IRS any delinquent taxes, penalties, or interest must be submitted with all sealed bids. Failure to submit the required tax clearance certificate or special letter will be sufficient grounds for the Department to refuse to receive or consider the prospective bidder's bid.

The tax clearance certificate shall be obtained on the State of Hawaii, Department of Taxation Tax Clearance Application Form A-6 (Rev. 2017) which is available at the Department and IRS' offices in the State of Hawaii or the Department's website, and by mail:

Department of Taxation Website (Forms & Information): https://tax.hawaii.gov
Department of Taxation Forms:
(808) 587-4242
1-800-222-3229

Completed tax clearance applications may be mailed, faxed, or submitted in person to the Department of Taxation, Taxpayer Services Branch, at the address listed on the application. Facsimile numbers are:

Department of Taxation: (808) 587-1488 IRS: (808) 524-5950

The application for the tax clearance is the responsibility of the successful bidder and must be submitted directly to the Department or the IRS and not to the purchasing agency.

AND

2. DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS CERTIFICATE OF COMPLIANCE (FORM LIR#27)
HRS chapters 383 (Unemployment Insurance), 386 (Workers' Compensation), 392 (Temporary Disability Insurance), and 393 (Prepaid Health Care) are required for award.

Instructions are as follows:
Pursuant to §103D-310(c), HRS, the successful bidder shall be required to submit an approved certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). The certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the purchasing agency.

The certificate of compliance shall be obtained on the State of Hawaii, DLIR APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR, form LIR#27, which is available at https://labor.hawaii.gov or at the neighbor island DLIR District Offices. The DLIR will return the form to the successful bidder who in turn shall submit it to the purchasing agency.

The application for the certificate is the responsibility of the successful bidder, and must be submitted directly to the DLIR and not to the purchasing agency.

AND

3. DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS CERTIFICATE OF GOOD STANDING

To be eligible for award, the successful bidder must comply as follows:
A business entity referred to as a "Hawaii business", is registered and incorporated or organized under the laws of the State of Hawaii. As evidence of compliance, bidder shall submit a CERTIFICATE OF GOOD STANDING. To obtain a CERTIFICATE OF GOOD STANDING, go online to https://cca.hawaii.gov/breg/ and follow the prompt instructions. To register or to obtain a "Certificate of Good Standing" by phone, call (808) 586-2727 (M-F 7:45 to 4:30 HST). The "Certificate of Good Standing" is valid for six months from date of issue and must be valid on the date it is received by the purchasing agency. Bidders are advised that there are costs associated with registering and obtaining a "Certificate of Good Standing" from the DCCA.

3. Any bid that contains any erasures or alterations not properly initialed or contains other irregularities may be rejected, if not in the best interest of the State. Any offer that constitutes a conditional bid or a counter proposal will be rejected outright.

4. The bid price shall include all applicable taxes, all transportation, handling, and delivery charges to the destination indicated in the Specifications and Exhibit A, where final inspection and acceptance will be made by a duly authorized representative of the Department.

Work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS, and Contractors are advised that they are liable for the GE Tax and all other applicable taxes. If, however, the Bidder is a person exempt by the HRS from paying the GE Tax and therefore not liable for the taxes on this solicitation, the Bidder shall state its tax-exempt status and cite the HRS chapter or section allowing the exemption.

5. For the purposes of this procurement, unit price shall govern.
6. All bids shall be received via the Hawaii State eProcurement System (HIePRO).

   A. Costs for developing the proposal are solely the responsibility of the Bidder, whether or not any award results from this solicitation. The State of Hawaii shall not reimburse such costs.

   B. All proposals become the property of the State of Hawaii.
SPECIAL PROVISIONS

1. **BID QUOTATION**: Bid prices shall include the designing, printing, distribution, all applicable taxes, and any other costs incurred.

2. **ERROR**: Allowance for errors for all forms shall not exceed 1/4 of one percent; however, if the error of forms exceeds the percentage allowed, the Director of Taxation reserves the right to penalize the printer in the amount of ONE HUNDRED DOLLARS ($100.00) for each erroneous form.

3. **ADDITIONAL CHARGES**: The Department will not be liable for any incidental additional charges of up to 10 percent (10%) of the contract amount. In addition, the Department will only be liable for those reasonable and necessary additional charges in excess of the 10 percent (10%) incidental charge base, which are approved by the Department. The Contractor must submit a breakdown of these additional charges to the Department.

4. **RE-EXECUTION OF WORK**: The Contractor shall re-execute any work that fails to conform to the requirements of the contract appearing during the course of the work and shall immediately remedy any defects due to faulty workmanship by the Contractor.

5. **TERM OF CONTRACT**: The Contractor shall enter into an indefinite quantity contract for the printing and delivering of LOOSE FORMS for a twelve (12) month period.

6. **OPTION TO RENEW**: Unless terminated, the contract may be extended for not more than two (2) additional twelve (12) month periods at bid rates without the necessity of rebidding, upon mutual agreement in writing.

7. **CONTRACT EXECUTION**: The successful bidder shall be required to enter into a formal written contract. No performance bond will be required.

   The Department will issue a notice to proceed, which may be in the form of the contract specifying the commencement date. Any work performed by the successful bidder prior to receipt of a notice to proceed on a fully executed copy of the contract shall be at the successful bidder's own risk and expense. The State is not and shall not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by the successful bidder prior to the contract commencement date.

9. **LIQUIDATED DAMAGES**: Refer to item 9 of the General Conditions. Liquidated damages shall be assessed in the amount of ONE HUNDRED AND NO/100 DOLLARS ($100.00) for each and every calendar day the Contractor fails to perform in whole or in part any of its obligations specified herein.

10. **TIMELY RESPONSE TO ALL CONTACTS BY THE DEPARTMENT**: If Contractor is contacted and is not immediately available, call back to the Department should occur by the end of the same business day or early the following business day.

11. **CHANGES IN FORM SPECIFICATIONS**: The Department reserves the right to change form specifications from time to time due to changes in tax laws, automation and for other reasons.
12. **APPLICABILITY OF HAR §3-124-10, ET SEQ.:** All bids submitted will be subject to HAR §3-124-10, et seq., regarding printing, binding, and stationery work.
PRINTING AND DELIVERING OF LOOSE FORMS FOR THE DEPARTMENT OF TAXATION IFB No. DOTAX-IFB-FY2019-02

Honorable Linda Chu Takayama
Director of Taxation
State of Hawaii
830 Punchbowl Street, Room 221
Honolulu, Hawaii 96813-2904

Madam:

This bid is made for the printing and distribution to the State of Hawaii, Department of Taxation at the places specified, the items indicated in the Offer Form in accordance with the Specifications attached hereto and made a part hereof.

This bid is made on behalf of:

________________________________________
________________________________________
________________________________________
________________________________________

and no others. Evidence of authority to submit this bid is herewith furnished. This bid is made without collusion on the part of any person, firm, or corporation mentioned above, and no official or employee of the government is directly or indirectly interested in this bid or in the supplies or work to which it relates or in any portion of the profits thereof.
FOR THE PRINTING AND DISTRIBUTION OF LOOSE FORMS

The following bid is hereby submitted:

For the sum of: _______________________________________________ DOLLARS

($________________).  

Unit prices are detailed in EXHIBIT B, attached.

The undersigned states that the undersigned has carefully read and understands the terms and conditions specified in the Special Provisions, Specifications, and General Conditions attached hereto, and by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof.

The undersigned further understands and agrees that by submitting this offer, he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited state contracts; and if awarded the Contract, any services performed will be in accordance with §103-55, HRS.

It is also strictly understood that on such items which the State is exempt from Federal Excise Tax under the Revenue Act of 1943, the bid price shall not include such tax. On such items, an exemption certificate will be furnished to the successful bidder for the use by the manufacturer or manufacturers of each such article in obtaining such exemption.

All work to be performed in the State of ____________. If the work cannot be performed within the State of Hawaii or the lowest price which such work can be procured within the State exceeds the bid of a mainland manufacturer of such items by fifteen percent, the work or any part thereof so affected may be performed outside the state (HAR §3-124-11 and 3-124-12).

Enclosed with this bid is a list of the names, addresses, and the scope of the work to be performed by all subcontractors engaged by the bidder. Also included is a list of all locations where work is to be performed.

__________________________________________

__________________________________________

It is expressly understood that the Director of Taxation reserves the right to accept or reject any or all bids for any or all items of the Bid and that he may waive any defect when such waiver will be in the best interest of the public. It is further understood that any Bid which constitutes a conditional bid or a counter proposal will be rejected outright.

Respectfully submitted,

Date: __________________________

Exact Legal Name of Bidder
Telephone No.: __________________________

Authorized Signature

Fax No.: __________________________

Title

Payment address, if other than street address at right:

____________________________________

Street Address

____________________________________

City, State, Zip Code

Hawaii Tax I.D. No.: __________________________

Social Security or Federal I.D. No.: __________________________

If Bidder shown above is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the contract, if awarded, will be executed:

Bidder is: __ Individual  __ Partnership  __ Corporation  __ Joint Venture  ___ LLC

State of incorporation: Hawaii _____  *Other __________________________

*If "other", is corporate seal available in Hawaii? ___ Yes ___ No.
SPECIFICATIONS

FOR

2019 LOOSE FORMS
STATE OF HAWAII
DEPARTMENT OF TAXATION

INSTRUCTIONS, SPECIFICATIONS, AND GENERAL CONDITIONS FOR PRINTING
AND DISTRIBUTION OF:

2019 LOOSE FORMS

1. **SCHEDULE:** All forms shall be delivered by **DECEMBER 26, 2018**, to the locations below in the quantities stated in EXHIBIT A attached hereto and incorporated herein.

   The printing schedule, inclusive of finalization of forms and review cycle times for the Contractor and the Department, shall be coordinated with the winning bidder and specified in the scope of the contract. The delivery date is not negotiable.

2. **QUANTITIES:** See EXHIBIT A.

3. **QR CODES:** The ink for all applicable forms with OCR-readable QR codes must meet a minimum Print Contrast Signal (PCS) of .60 (as measured with a MacBeth reflectance meter using Filter C for optimum performance). Exact placement of the QR codes is critical for processing of the form.

4. **TRANSMITTAL OF MATERIAL TO BE PRINTED:** The Technical Section of the Rules Office of the Department shall provide the Contractor with an electronic file of each form in a mutually agreed upon format and manner by the date to be set forth in the Contract. A hard copy (print out) shall accompany the first file transmittal to be used by the Contractor as a prototype.

5. **APPROVAL OF PROOFS:** The Technical Section of the Rules office will be responsible to approve all proofs in order for the Contractor to meet all delivery deadlines as set forth in the Contract. Proofs with original copy, paste-ups, blue or brown lines shall be submitted to the Technical Section Supervisor, 830 Punchbowl Street, Room 219. Proofs should include a sample of each form for review. After approval of initial drafts of forms, 15 press proofs cut to size of each form, not including the G-45/G-49 Instruction booklet, shall also be submitted to the Technical Section Supervisor. Press proofs are required for testing acceptance on the Department's scanning equipment.

6. **DELIVERY DATES & INSTRUCTIONS:** The Contractor is responsible for the delivery of the forms in the quantities specified for each respective district in Exhibit A by December 26, 2018. The delivery address and point of contact is as follows:

   **OAHU DISTRICT OFFICE**
   KEELIKOLANI BUILDING
   ATTN: John Pacheco, Taxpayer Services Mgr.
   830 Punchbowl Street, Room 124
   Honolulu, HI 96813-5094
   Telephone No. (808) 587-3267

   **HAWAII DISTRICT OFFICE**
   STATE OFFICE BUILDING
ATTN: Duquesne Hulihee, Hawaii Dist. Tax Mgr.
75 Aupuni Street., Room 101
Hilo, HI 96720-4245
Telephone No. (808) 974-6396

MAUI DISTRICT OFFICE
STATE OFFICE BUILDING
ATTN: John Higgins, Maui Dist. Tax Mgr.
54 High Street, Room 208
Wailuku, HI 96793-2128
Telephone No. (808) 984-8509

KAUAI DISTRICT OFFICE
STATE OFFICE BUILDING
ATTN: Erin Tsuda, Kauai Dist. Tax Mgr.
3060 Eiwa Street, Room 105
Lihue, HI 96766-1889
Telephone No. (808) 274-3458

The exact location of delivery inside the building shall be specified by the respective district office and may include the stacking of forms onto shelves as directed by a Department representative of that district office.

Immediately following completion of delivery, the Contractor shall notify the Department via email that delivery is complete. Notification shall include detailed form numbers, quantities, and date delivered. Notification shall be made to:
Department of Taxation
Administrative Services Office
Attention: Emill B. Acosta
emill.b.acosta@hawaii.gov

7. SPECIFICATIONS

BB-1 BASIC BUSINESS APPLICATION (Quantity: 60,500):

1. SIZE: 8-1/2” x 11”
2. PAPER STOCK: 20# bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be in light black ink.
4. NUMBER OF PAGES: Two (2) pages (or more/less if needed); one (1) sheet; duplex
5. COMPOSITION: Department to provide PDF file.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other.
   QR codes present on form should be printed ½” from left edge of paper, and ¼” from the top of page
G-45 GENERAL EXCISE/USE TAX RETURN (Quantity: 170,000):
1. SIZE: 8-1/2” x 11”
2. PAPER STOCK: 20# OCR bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Two (2) pages (or more/less if needed); one (1) sheet; duplex
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other
   QR codes present on voucher pages should be printed ½” from left edge of paper, and from the top of page:
   - Page 1 is 7/8” from top edge of paper.
   - Pages 2 is 1” from top edge of paper.

G-49 RETURN & RECONCILIATION OF GENERAL EXCISE/USE TAX RETURN (Quantity: 110,000):
1. SIZE: 8-1/2" x 11"
2. PAPER STOCK: 20# OCR bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Two (2) pages (or more/less if needed); one (1) sheet; duplex
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other
   QR codes present on voucher pages should be printed ½” from left edge of paper, and from the top of page:
   - Page 1 is 7/8” from top edge of paper.
   - Pages 2 is 1” from top edge of paper.
G-75 ASSIGNMENT OF GENERAL EXCISE/USE TAX BY DISTRICT (Quantity: 18,000):
1. SIZE: 8-1/2” x 11”
2. PAPER STOCK: 20# OCR bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Two (2) pages (or more/less if needed); one (1) sheet; duplex
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other. QR codes present on voucher pages should be printed 1” from right edge of paper, and ½” from the top of page.

HW-3 EMPLOYER’S ANNUAL RETURN & RECONCILIATION OF HAWAII INCOME TAX WITHHELD FROM WAGES (Quantity: 15,500):
1. SIZE: 8-1/2” x 11”
2. PAPER STOCK: 20# OCR bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: One (1) page (or more if needed); one (1) sheet; single sided
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other. QR codes present on voucher pages should be printed ½” from left edge of paper, and 1-3/16” from the top of page.

HW-14 WITHHOLDING TAX RETURN (Quantity: 32,000):
1. SIZE: 8-1/2” x 11”
2. PAPER STOCK: 20# OCR bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: One (1) page (or more if needed); one (1) sheet; single sided
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other. QR codes present on voucher pages should be printed ½” from left edge of paper, and 7/8” from the top of page.
N-1 DECLARATION OF ESTIMATED INCOME TAX FOR INDIVIDUALS (Quantity: 5,400):
1. SIZE: 8-1/2” x 11” overall
2. PAPER STOCK: 20# bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Twelve (12) pages (or more/less pages if needed); six (6) sheets Sheets 1 and 2 are duplex; Sheets 3 – 6 are single sided (Pages 6, 8, 10, and 12 shall be blank)
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. BINDERY STYLE: Staple in top left corner
7. REGISTRATION: All parts of the form shall be kept in complete alignment with each other. QR codes present on voucher pages should be printed ½” from left edge of paper, and from the top of page:
   • Pages 5, 7, 9, 11 is 7-13/16” from top edge of page.

N-3 DECLARATION OF ESTIMATED INCOME TAX FOR CORPORATIONS AND S CORPORATIONS (Quantity: 200):
1. SIZE: 8-1/2” x 11”
2. PAPER STOCK: 20# bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Ten (10) pages (or more/less pages if needed); five (5) sheets Sheet 1 is duplex; Sheets 2 – 5 are single sided (Pages 4, 6, 8, and 10 shall be blank)
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. BINDERY STYLE: Staple in top left corner
7. REGISTRATION: All parts of the form shall be kept in complete alignment with each other. QR codes present on voucher pages should be printed ½” from left edge of paper, and from the top of page:
   • Pages 3, 5, 7, 9 is 7-13/16” from top edge of paper.

N-5 DECLARATION OF ESTIMATED TAX FOR ESTATES AND TRUSTS (Quantity: 200):
1. SIZE: 8-1/2” x 11”
2. PAPER STOCK: 20# bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Ten (10) pages (or more/less pages if needed); Five (5) sheets; single sided (pages 2, 4, 6, 8, and 10 shall be blank)

5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.

6. BINDERY STYLE: Staple in top left corner

7. REGISTRATION: All parts of the form shall be kept in complete alignment with each other.

QR codes present on voucher pages should be printed ½" from left edge of paper, and from the top of page:
- Pages 3, 5, 7, 9 is 7-13/16” from top edge of page.

N-11 INDIVIDUAL INCOME TAX RETURN – RESIDENT FORM (Quantity: 52,500):

1. SIZE: 8-1/2” x 11-5/8” overall (5/8” perforated stub at top)
   2 part snap apart to 8-1/2” x 11” detached or equivalent

2. PAPER STOCK: 50# white wove-OCR paper

3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.

4. NUMBER OF PAGES: Four (4) pages (or more/less as needed); two (2) sheets; duplex

5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.

6. BINDERY STYLE: The gluing method of binding the sheets together must be secured enough so that the form will NOT COME APART during delivery and distribution. The sheets shall be glued at the top of the form as shown on sample.

7. REGISTRATION: All parts of the form shall be kept in complete alignment with each other.

QR codes present on form should be printed 5/8” from left edge of paper, and from the top of page:
- Page 1 is 1-1/16” from top edge of paper.
- Pages 2-4 is 13/16” from top edge of paper.

8. PERFORATIONS: Perforated sheets shall be able to snap apart easily.

N-15 INDIVIDUAL INCOME TAX RETURN - NONRESIDENT AND PART-YEAR RESIDENT (Quantity: 4,500):

1. SIZE: 8-1/2” x 11-5/8” overall (5/8” perforated stub at top)

2. PAPER STOCK: 50# white wove-OCR paper

3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be consistently printed at PANTONE 496 U throughout print job.

4. NUMBER OF PAGES: Four (4) pages (or more/less as needed); two (2) sheets; duplex

5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. **BINDERY STYLE:** The gluing method of binding the sheets together must be secured enough so that the form will NOT COME APART during delivery and distribution. The sheets shall be glued at the top of the form as shown on sample.

7. **REGISTRATION:** All parts of the form shall be kept in complete alignment with each other.
   - QR code present on form should be printed 5/8” from left edge of paper, and from the top of page:
     - Page 1 is 1-1/8” from top edge of page.
     - Pages 2-4 is 11/16” from the top edge of page.

8. **PERFORATIONS:** Perforated sheets shall be able to snap apart easily.

**N-101A INDIVIDUAL INCOME TAX EXTENSION PAYMENT VOUCHER** (Quantity: 6,000):

1. **SIZE:** 8-1/2” x 11”
2. **PAPER STOCK:** 20# bond, white
3. **COLOR OF INK:** Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. **NUMBER OF PAGES:** Two (2) pages (or more/less as needed); one (1) sheet; duplex
5. **COMPOSITION:** Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. **REGISTRATION:** All parts of the form shall be kept in complete alignment with each other.
   - QR code present should be printed ½” from left edge of paper, and 7-13/16” from the top of the page.

**N-200V INDIVIDUAL INCOME TAX PAYMENT VOUCHER** (Quantity: 8,000):

1. **SIZE:** 8-1/2” x 11”
2. **PAPER STOCK:** 20# bond, white
3. **COLOR OF INK:** Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. **NUMBER OF PAGES:** One (1) page (or more if needed); one (1) sheet; single sided
5. **COMPOSITION:** Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. **REGISTRATION:** All parts of the form shall be kept in complete alignment with each other.
   - QR code present should be printed ½” from left edge of paper, and 7-3/4” from the top of the page.

**N-201V BUSINESS INCOME TAX PAYMENT VOUCHER** (Quantity: 8,000):

1. **SIZE:** 8-1/2” x 11”
2. **PAPER STOCK:** 20# bond, white
3. **COLOR OF INK:** Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.

4. **NUMBER OF PAGES:** One (1) page (or more if needed); one (1) sheet; single sided

5. **COMPOSITION:** Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.

6. **REGISTRATION:** All parts of the form shall be kept in complete alignment with each other. QR code present should be printed ½” from left edge of paper, and 7-3/4” from the top of the page.

**N-301 CORPORATION, PARTNERSHIP, TRUST, OR REMIC INCOME TAX EXTENSION PAYMENT VOUCHER (Quantity: 7,000):**

1. **SIZE:** 8-1/2” x 11”
2. **PAPER STOCK:** 20# bond, white
3. **COLOR OF INK:** Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.

4. **NUMBER OF PAGES:** Two (2) pages (or more/less pages if needed); one (1) sheet; duplex

5. **COMPOSITION:** Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.

6. **REGISTRATION:** All parts of the form shall be kept in complete alignment with each other. QR code present should be printed ½” from left edge of paper, and 7-13/16” from the top of the page.

**N-311 REFUNDABLE FOOD/EXCISE TAX CREDIT (Quantity: 3,200):**

1. **SIZE:** 8-1/2” x 11”
2. **PAPER STOCK:** 20# bond, white
3. **COLOR OF INK:** Printing of text all in black ink. Screened design areas shall be in light black ink.

4. **NUMBER OF PAGES:** Two (2) pages (or more/less if needed); one (1) sheet; duplex

5. **COMPOSITION:** Department to provide PDF file.

6. **REGISTRATION:** All parts of the form shall be in complete alignment with each other. QR codes present on form should be printed ½” from left edge of paper, and 1-3/16” from the top of page.

**SCHEDULE CR SCHEDULE OF TAX CREDITS (Quantity: 7,000):**

1. **SIZE:** 8-1/2” x 11”
2. **PAPER STOCK:** 20# bond, white
3. **COLOR OF INK:** Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Two (2) pages (or more/less if needed); one (1) sheet; duplex.
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other.
   QR code present on pages 1 and 2 should be printed ½” from left edge of paper, and 1” from the top of the page.

SCHEDULE GE GENERAL EXCISE/USE TAX SCHEDULE OF EXEMPTIONS AND DEDUCTIONS (Quantity: 25,500):
1. SIZE: 8-1/2” x 11”
2. PAPER STOCK: 20# OCR bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Two (2) pages (or more/less if needed); one (1) sheet; duplex
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other.
   QR codes present on voucher pages should be printed 1” from right edge of paper, and ½” from the top of page.

SCHEDULE X TAX CREDITS FOR HAWAII RESIDENTS (Quantity: 5,100):
1. SIZE: 8-1/2” x 11”
2. PAPER STOCK: 20# bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be in light black ink.
4. NUMBER OF PAGES: Two (2) pages (or more/less if needed); one (1) sheet; duplex
5. COMPOSITION: Department to provide PDF file.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other.
   QR codes present on form should be printed ½” from left edge of paper, and from the top of page:
   - Page 1 is 1-3/16” from top edge of page
   - Page 2 is ¾” from top edge of page

TA-1 TRANSIENT ACCOMMODATIONS TAX RETURN (Quantity: 16,000):
1. SIZE: 8-1/2” x 11”
2. PAPER STOCK: 20# OCR bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Two (2) pages (or more/less if needed); one (1) sheet; duplex.
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.

6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other. QR code present on pages 1 and 2 should be printed ½” from left edge of paper, and 1” from the top of the page.

TA-2 TRANSIENT ACCOMMODATIONS TAX ANNUAL RETURN & RECONCILIATION (Quantity: 10,000):

1. SIZE: 8-1/2” x 11”
2. PAPER STOCK: 20# OCR bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: Two (2) pages (or more/less if needed); one (1) sheet; duplex.
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other. QR code present on pages 1 and 2 should be printed ½” from left edge of paper, and 1” from the top of the page.

VP-1 TAX PAYMENT VOUCHER (Quantity: 7,700):

1. SIZE: 8-1/2” x 11” (as per sample)
2. PAPER STOCK: 20# bond, white
3. COLOR OF INK: Printing of text all in black ink. Screened design areas shall be printed in PANTONE 496 U. Color areas must dropout when scanned. Color areas must be printed at PANTONE 496 U consistently throughout the print job.
4. NUMBER OF PAGES: One (1) page (or more if needed); one (1) sheet; single sided
5. COMPOSITION: Form is scannable for machine recognition. Color areas are dropout PANTONE 496 U color.
6. REGISTRATION: All parts of the form shall be kept in complete alignment with each other. QR code present should be printed ½” from left edge of paper, and 7-5/8” from the top of the page.
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Quantities are best estimates for the purposes of procurement. Actuals may vary based on demand.
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DELIVERY

TOTAL BID:

*Unit price shall include the designing, printing, all applicable taxes, and any other costs incurred.