



Solicitation Information
July 10, 2019

Addendum #3

RFP #7598834

TITLE: Tax Coupon Booklets

Submission Deadline: July 22, 2019 at 2:30 PM (ET)

Attached are vendor questions with State responses. No further questions will be answered.

Gail Walsh
Chief Buyer

Vendor A

1. The specifications given state the product is 21 pages, and the size is 8.5 x 3.75.

Are all line items this same 21-page coupon book? Line 10 mentions an 8.5 x 11 Insert.

A: I am not sure what the reference is to 21 pages. Page 5 of that document details the number of pages and a general idea of what is on the pages. The coupons within each booklet are the same except for the variable data that needs to be printed on each coupon. The variable data are the specific coupon dates, and taxpayer data.

The insert is not a normal part of the booklet, but occasionally a special notice – the 8.5 x 11 insert – needs to be included in the mailing to the taxpayers. There are other references to an insert where additional pages may need to be added to the booklet.

2. If there are different items to quote, and you specify the flat and finished size, number of colors and paper stock of each item to quote?

A: The booklets are not full color. There is blue on the covers and the coupons have some background color. Instruction page (two-sided) and W-3 in the withholding booklets also have background color.

Sales Monthly – brown

Sales Quarterly - green

Meals & Bev – purple

HTD – brown

Hotel – brown

Prepaid wireless – light pink

Monthly withholding – yellow

Quarterly withholding – blue

Quarter-monthly – pink

See PDF documents “Booklet Scans” and “Xerox Scan. . .”.

3. What is the construction of the coupon book? Are there 21 separate sheets stapled on the short edge? Do all the sheets have personalization on the front and the back of each sheet, or just on side side of the sheet?

A: Separate sheets are stapled on the short edge. All pages are perforated for ease of use by the taxpayer. There is also a band on the same short edge concealing the staples and covering the entire left edge.

Personalization (variable data and taxpayer specific information) is only on the front side. There is printing on both sides.

4. Can we get samples of each product to quote?

A: Some samples can be provided. Please see attached.

Vendor B

- Can you provide the pricing of all book types from the previous awarded contract?

A: Yes. See PDF document "Purchase Order_3480686"

- Is all variable data printed in black ink; i.e.name, address, payment amount, etc? Is all colored ink in the coupon booklets static information?

A: All variable data is printed in black ink. The colored ink would be blue on the front covers and the different background colors of the coupons. See PDF document "Booklet Scans" and "Xerox Scan."

- Should the bid unit price include postage? If so, we would need to know the weight of each book to provide postage pricing and the class you want it to be mailed at. Please clarify how postage is determined.

A: The bid unit price should not include postage but should include the cost of the envelope used to mail the booklet. Booklets are to be sent first-class, bulk, pre-sort using a state postal permit/indicia. For mailing that cannot be sent in that manner, postage is to be included on the booklet invoice as a separate line item at the mailing cost.

We currently have a postage account that we fund for the mailings. The pre-sort ones come out of the postage account, while the ones that cannot go bulk.pre-sort are invoiced separately.

- Does the #10 Envelope have an indicia/permit imprint?

A: Yes.

- Can you give more information about the insert? Is it simplex or duplex? How many colors per side? Black ink only? Is there more than one type of insert?

A: The insert could be one or two sided. It will only be in black ink. The insert is not a normal part of the booklet, but occasionally a special notice – the 8.5 x 11 insert – needs to be included in the mailing to the taxpayers. There are other references to an insert where additional pages may need to be added to the booklet.

- Can you provide more detail on Miscellaneous fees?

A: This is for any additional fees that are required in the future that may not have been covered under the original bid/contract.

The following questions will reference the numbers on the Tax Coupon Booklet Pricing page, since the numbers are different on pages 1 and 2 of bid.

- Number 15 on Tax Coupon Booklet Pricing Page asks for Postage for non-presort items. Since the books are varying weights, we would need a breakdown of each book type weight to determine the pricing. Is the 1,500 books all at the same weight; therefore all at the same US Postage 1st class rate?

A: The 1,500 booklets would not be of the same weight.

Approx weight of the booklets are:

STM: 0.1000 pounds

STQ: 0.0700 pounds

WTW: 0.2800 pounds

WTM: 0.1050 pounds

WTQ: 0.0750 pounds

- Is there only one type of insert? Number 14 on Tax Coupon Booklets page “INSERT WITHHOLDING”

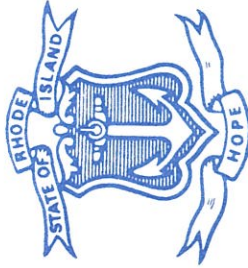
A: There could be different inserts. Line 12 is for a full 8.5 x 11 insert like a notice into the envelope being sent to the taxpayer. Lines 13 and 14 are inserts into the coupon booklets themselves – the 18,000 for sales or 30,000 for withholding. In case additional pages need to be added to the booklets.

- It looks like you are requesting pricing for 30,000 inserts (#14) And requesting pricing to insert 18,000 inserts into the envelopes (#12) s and insert 18,000 coupon books into an envelopes (#13). Is this correct or is #13 another insert? Please clarify #12, #13 and #14.

A: See previous answer.

MONTHLY X RETURNS

FOR FILING YOUR RETURNS UNLESS YOU HAVE
BEEN ADVISED BY THE TAX DIVISION TO USE A FACSIMILE.



STATE OF RHODE ISLAND

***AUTO**ALL FOR AADC 028



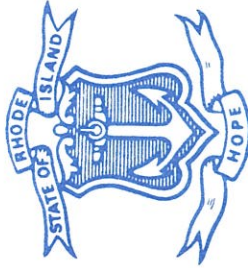
FREE INTERNET FILING AVAILABLE

YOU MUST FILE A RETURN FOR
EACH REPORTING PERIOD
EVEN IF NO TAX IS DUE.

<http://www.ri.gov/taxation/>

MONTHLY X RETURNS

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STATE OF RHODE ISLAND

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RHODE ISLAND

101 HILL STREET, PROVIDENCE RI 02908-5800

FORM RI-W3
2019

RECONCILIATION OF PERSONAL INCOME TAX WITHHELD BY EMPLOYERS

FORM RI-1099 - STATE COPY

1. ENTER PAYMENTS MADE ON EMPLOYER RETURNS OF PERSONAL INCOME TAX WITHHELD (FORMS 941M, 941Q)

W3

IF YOU FILED QUARTER-MONTHLY RETURNS, ENTER PAYMENTS FOR EACH PERIOD ON BACK OF THIS FORM.

JAN	FEB	MAR
APR	MAY	JUN
JUL	AUG	SEP
OCT	NOV	DEC

2A. TOTAL PAYMENTS

\$

2B. TOTAL TAX WITHHELD DURING YEAR AS SHOWN ON STATE FORMS TRANSMITTED

\$

NOTE:

EXPLAIN ANY DIFFERENCE IN THE AMOUNTS IN ITEMS 2A AND 2B IN AN ATTACHED STATEMENT.



TE	
ISLAND AND/OR RETURN FORM	

MONTH	2nd QTR OF MONTH	3rd QTR OF MONTH	4th QTR OF MONTH	TOTAL

FOR YEAR - ENTER HERE AND ON LINE 2A (FRONT)

BE USED ONLY BY EMPLOYERS FILING QUARTER-MONTHLY RETURNS

ISLAND — DIVISION OF TAXATION

IS FILING RECONCILIATION OF RHODE ISLAND INDIVIDUAL TAX WITHHELD (FORM R.I.-W3)

- should be pre-printed on the
ges may be made directly on
employer's name and address
- reconciliation account if not
- enter each periodic payment
- be filed no later than January
5. Remit with Form RI-W-3 copies of all Form W-2 Wage and Tax Statements, and/or Form 1099. The number of wage and tax statements reported on reconciliation Form RI W-3 should include statements reflecting no withholding as well as those disclosing taxes withheld. These must be accompanied by a totaled list (preferably in the form of an adding machine tape or a mechanically prepared listing) of the amounts of income tax withheld as shown on the Form W-2. This total should agree with the amount stated on Item 2B of Form RI W-3. Employers who are not required to withhold tax from any employee according to tax tables must still file all withholding tax forms required for the assigned filing frequency. Submit Form(s) W-2 with Form RI W-3.

following information:

and social security number of the

) paid in the tax year and com-
bining.

Withheld amount must be clearly
indicated to the employer.

and reconciliation account number.

7. Do not enclose any remittance for taxes withheld from your employees with the package of wage and tax statements and Form RI W-3 which you send to the Rhode Island Division of Taxation. Remittance for taxes withheld must be mailed with the employer's return form (941-QM).

8. Employers who are required to file W-2s and W-3s electronically for federal tax purposes must file electronically for Rhode Island. Employers filing electronically must submit the Electronic Media Transmittal Form in this booklet with the CD-ROM or DVD. See **W-2 Electronic Filing Requirements** for specifications.

9. Further assistance may be obtained at the Division of Taxation, One Capitol Hill, Providence, Rhode Island 02908-5800 or at www.tax.ri.gov.



State Of Rhode Island and Providence Plantations
 Department of Administration
 Division of Purchases
 One Capitol Hill
 Providence, RI 02908-5860

Blanket Purchase
 Agreement 3480686, 0

V E N D O R	PEMCOR PRINTING COMPANY LLC 2100 STATE RD LANCASTER, PA 17601 United States
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Purchase Order Number	3480686
Revision Number	0
Reference Contract Number	
PO Date	16-AUG-2016
Approved PO Date	17-AUG-2016
Buyer	- - Ohara 2nd, John

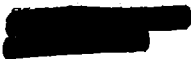
S H I P T O	DOR DIVISION OF TAXATION ONE CAPITOL HILL, 1ST FLOOR SMITH STREET PROVIDENCE, RI 02908 United States
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Type of Requisition	*OTHER
Requisition Number	1456054
Change Order Requisition Number	
Solicitation Number	7550712
Freight	Paid
Payment Terms	NET 30
Vendor Number	50260-iSupplier
Requester Name	
Work Telephone	

This Purchase Order is issued pursuant to and in accordance with the terms and conditions of the solicitation and applicable federal, state, and local law, including the State of Rhode Island's purchasing regulations, available at www.purchasing.ri.gov.

BLANKET REQUIREMENTS:
 9/1/2016 - 8/31/2019

AGENCY CONTACT:



SUPPLIER CONTACT:
 PEMCOR PRINTING COMPANY



NOTE: MINIMUM PRICING FOR UPDATES

UPDATE ORDERS PLACED WITH MINIMUM QUANTITIES WILL BE INVOICED AS FOLLOWS:

* 1 TO 125 UPDATES PER ITEM: \$200.00, PLUS POSTAGE

INVOICE TO

The State of Rhode Island accepts electronic invoices via its supplier portal. To register and submit electronic invoices, visit the supplier portal at <http://controller.admin.ri.gov/iSupplier/isup/index.php>

To submit paper invoices, mail to: Department of Administration Controller, One Capitol Hill, 4th Floor, Providence 02908.

STATE PURCHASING AGENT

 Nancy R. McIntyre

* 126 TO 300 PER ITEM : \$325, PLUS POSTAGE IF APPLICABLE
 * 301 TO 500 PER ITEM : \$490, PLUS POSTAGE

UNLESS PER PC PRICE IS GREATER THAN MINIMUM - WE WILL INVOICE AT PER PRICE

PLEASE CIRCLE:

QR CODE: YES NO

CHECK DIGIT ROUTINE: YES NO

Reference Documents: 3480686ATTACH.pdf

PO DESCRIPTION: TAX COUPON BOOKLETS - DOR

Line	Code	Description	Quantity	Unit	Unit Price (USD)	Amount (USD)
1	860.20H0	APA-4751 - FY17-20 WITHHOLDING 941-QMRI QUARTERLY MONTHLY		Each	1.6423	0.00
2	860.20H0	APA-4751 - FY17-20 WITHHOLDING 941-QRI QUARTERLY		Each	.6179	0.00
3	860.20H0	APA-4751 - FY17-20 WITHHOLDING 941-MRI MONTHLY		Each	.7709	0.00
4	860.20H0	APA-4751 - FY17-20 SALES T204M MONTHLY		Each	.769	0.00
5	860.20H0	APA-4751 - FY17-20 SALES T204Q QUARTERLY		Each	.605	0.00
6	860.20H0	APA-4751 - FY17-20 MOTOR DEALERS T-204M-MV MONTHLY MOTOR DEALER		Each	1.65	0.00
7	860.20H0	APA-4751 - FY17-20 MOTOR DEALERS T-204Q-MV QUARTERLY MOTOR DEALER		Each	1.62	0.00
8	860.20H0	APA-4751 - FY17-20 MOTOR DEALERS T-204M-L MONTHLY LIQUOR		Each	.7992	0.00
9	860.20H0	APA-4751 - FY17-20 LIQUOR T-204 Q-L QUARTERLY LIQUOR		Each	2.8339	0.00
10	860.20H0	APA-4751 - FY17-20 HOTEL HOM MONTHLY HOTEL		Each	2.5738	0.00
11	860.20H0	APA-4751 - FY17-20 HTDM MONTHLY HARD-TO-DISPOSE		Each	2.99	0.00
12	860.20H0	APA-4751 - FY17-20 MBM MONTHLY MEALS & BEVERAGE		Each	1.1308	0.00
13	860.20H0	APA-4751 - FY17-20 MBM QUARTERLY MEALS & BEVERAGE		Each	1.1604	0.00
14	860.20H0	APA-4751 - FY17-20 T-204 CIG CIGARETTE DEALER		Each	1.7344	0.00
15	860.20H0	APA-4751 - FY17-20 INSERT 8 1/2 X 11		Each	.05	0.00

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STATE PURCHASING AGENT

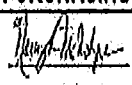
 Nancy R. McInbyre

Line	Code	Description	Quantity	Unit	Unit Price (USD)	Amount (USD)
		INSERT				
16	860.20H0	APA-4751 - FY17-20 INSERT COUPON BOOKLET INSERT		Each	.09	0.00
17	860.20H0	APA-4751 - FY17-20 POSTAGE FOR NON-PRESORT ITEMS		Each	.8	0.00
18	860.20H0	APA-4751 - FY17-20 PREPAID WIRELESS MONTHLY		Each	2.9861	0.00
19	860.20H0	APA-4751 - FY17-20 PREPAID WIRELESS QUARTERLY		Each	2.2208	0.00
20	860.20H0	APA-4751 - FY17-20 INSERTS-WITHHOLDING		Each	.041	0.00
Total: (USD)						

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STATE PURCHASING AGENT

 Nancy R. McIntyre



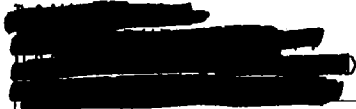
STATE OF RHODE ISLAND

DIVISION OF TAXATION * PO BOX 9706 - DEPT #300 - PROVIDENCE, RI 02940-9706



SALES & USE TAX RETURN
MONTHLY

STM072018111111111100



STM

I HEREBY CERTIFY THAT THIS RETURN, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE, CORRECT AND COMPLETE RETURN.

SIGNATURE OF OWNER, PARTNER OR AUTHORIZED AGENT

TITLE	DATE
ACCOUNT IDENTIFICATION #	RETURN FOR MONTH ENDING
	JUL 2018

T-204M REV 04/2017

NET SALES AND USE TAX DUE AND PAID \$



STATE OF RHODE ISLAND

DIVISION OF TAXATION * PO BOX 9706 - DEPT #300 - PROVIDENCE, RI 02940-9706



SALES & USE TAX RETURN
QUARTERLY

STQ032018111111111100



STQ

I HEREBY CERTIFY THAT THIS RETURN, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE, CORRECT AND COMPLETE RETURN.

SIGNATURE OF OWNER, PARTNER OR AUTHORIZED AGENT

TITLE	DATE
ACCOUNT IDENTIFICATION #	RETURN FOR QUARTER ENDING
	SEP 2018

T-204Q REV 04/2017

NET SALES AND USE TAX DUE AND PAID \$



STATE OF RHODE ISLAND

DIVISION OF TAXATION * ONE CAPITOL HILL, PROVIDENCE, RI 02908-5802



HOTEL TAX RETURN

HOM072018111111111100



HOM

I HEREBY CERTIFY THAT THIS RETURN, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE, CORRECT AND COMPLETE RETURN.

SIGNATURE OF OWNER, PARTNER OR AUTHORIZED AGENT

TITLE	DATE
ACCOUNT IDENTIFICATION #	RETURN FOR MONTH ENDING
	JUL 2018

FORM HOM REV 04/2017

- TOTAL OCCUPANCY CONSIDERATION
 - LESS: EXEMPT ENTITIES
 - TAXABLE AMOUNT
 - TOTAL TAX DUE AND PAID (LINE 3 MULTIPLIED BY 6%) \$
- HOTEL TAX RATE: 5% STATE TAX
1% LOCAL TAX



STATE OF RHODE ISLAND

DIVISION OF TAXATION * ONE CAPITOL HILL, PROVIDENCE RI 02908-5802



HARD TO DISPOSE MATERIAL
WHOLESALE TAX RETURN

HDM072018111111111100

[REDACTED]

HTDM-W

I HEREBY CERTIFY THAT THIS RETURN, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE, CORRECT AND COMPLETE RETURN.

SIGNATURE OF OWNER, PARTNER OR AUTHORIZED AGENT

TITLE	DATE
-------	------

ACCOUNT IDENTIFICATION NO. [REDACTED]	RETURN FOR MONTH ENDING JUL 2018
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FORM HTDM-WHD 04/2017

A. TOTAL AMOUNT DUE

SCHEDULE A - TAX COMPUTATION

		<u>QUANTITY</u>	<u>TAX RATE</u>
1. A.	Lubricating Oils	# QUARTS _____	X .05
	B.	Lubricating Oils	# LITERS _____ X .053
2. A.	Antifreeze	# GALLONS _____	X .10
	B.	Antifreeze	# LITERS _____ X .0264
3. A.	Organic Solvents	# GALLONS _____	X .0025
	B.	Organic Solvents	# LITERS _____ X .00066
4.	Tires	# _____	X .50

5. **TOTAL TAX DUE (LINES 1 THRU 4)**



STATE OF RHODE ISLAND

DIVISION OF TAXATION * ONE CAPITOL HILL, PROVIDENCE, RI 02908-5802



MEALS & BEVERAGE TAX RETURN
MONTHLY

MTM072018111111111100

[REDACTED]

MTM

I HEREBY CERTIFY THAT THIS RETURN, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE, CORRECT AND COMPLETE RETURN.

SIGNATURE OF OWNER, PARTNER OR AUTHORIZED AGENT

TITLE DATE

ACCOUNT IDENTIFICATION NO. RETURN FOR MONTH ENDING
JUL 2018

MBM (REV 04/17)

TOTAL MEALS AND BEVERAGE TAXES DUE AND PAID (from reverse) \$



STATE OF RHODE ISLAND

DIVISION OF TAXATION * ONE CAPITOL HILL, PROVIDENCE, RI 02908-5802



MEALS & BEVERAGE TAX RETURN
QUARTERLY

[REDACTED]

MTQ

I HEREBY CERTIFY THAT THIS RETURN, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE, CORRECT AND COMPLETE RETURN.

SIGNATURE OF OWNER, PARTNER OR AUTHORIZED AGENT

TITLE DATE

ACCOUNT IDENTIFICATION NO. RETURN FOR QUARTER ENDING

MBQ (REV 04/17)

TOTAL MEALS AND BEVERAGE TAXES DUE AND PAID (from reverse) \$

TAXPAYER NAME
Schedule A

FID#

Barrington	01	
Bristol	02	
Burrillville	03	
Central Falls	04	
Charlestown	05	
Coventry	06	
Cranston	07	
Cumberland	08	
East Greenwich	09	
East Providence	10	
Exeter	11	
Foster	12	
Glocester	13	

Hopkinton	14	
Jamestown	15	
Johnston	16	
Lincoln	17	
Little Compton	18	
Middletown	19	
Narragansett	20	
Newport	21	
New Shoreham	22	
North Kingstown	23	
North Providence	24	
North Smithfield	25	
Pawtucket	26	

Portsmouth	27	
Providence	28	
Richmond	29	
Scituate	30	
Smithfield	31	
South Kingstown	32	
Tiverton	33	
Warren	34	
Warwick	35	
Westerly	36	
West Greenwich	37	
West Warwick	38	
Woonsocket	39	

TAXPAYER NAME
Schedule A

FID#

Barrington	01	
Bristol	02	
Burrillville	03	
Central Falls	04	
Charlestown	05	
Coventry	06	
Cranston	07	
Cumberland	08	
East Greenwich	09	
East Providence	10	
Exeter	11	
Foster	12	
Glocester	13	

Hopkinton	14	
Jamestown	15	
Johnston	16	
Lincoln	17	
Little Compton	18	
Middletown	19	
Narragansett	20	
Newport	21	
New Shoreham	22	
North Kingstown	23	
North Providence	24	
North Smithfield	25	
Pawtucket	26	

Portsmouth	27	
Providence	28	
Richmond	29	
Scituate	30	
Smithfield	31	
South Kingstown	32	
Tiverton	33	
Warren	34	
Warwick	35	
Westerly	36	
West Greenwich	37	
West Warwick	38	
Woonsocket	39	



STATE OF RHODE ISLAND

DIVISION OF TAXATION * PO BOX 9707 - DEPT# 305 - PROVIDENCE, RI 02940-9707



REPAID WIRELESS TELECOMMUNICATIONS MONTHLY

PWM072018111111111100

[REDACTED] **PWTM**

I HEREBY CERTIFY THAT THIS RETURN, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE, CORRECT AND COMPLETE RETURN.	
SIGNATURE OF OWNER, PARTNER OR AUTHORIZED AGENT	
TITLE	DATE
ACCOUNT IDENTIFICATION NO.	RETURN FOR MONTH ENDING
[REDACTED]	JUL 2018

FORM PWTM REV'D 04/2017

1. TOTAL AMOUNT OF PREPAID WIRELESS TELECOMMUNICATIONS RETAIL SALES TRANSACTIONS SUBJECT TO THE 2.5% CHARGE
2. 2.5% CHARGE - MULTIPLY LINE 1 BY 2.5% (0.025)
3. 1% ADMINISTRATIVE DEDUCTION - MULTIPLY LINE 2 BY 1% (0.01)
4. TAX AMOUNT DUE AND PAID (LINE 2 MINUS LINE 3) \$



STATE OF RHODE ISLAND

DIVISION OF TAXATION * PO BOX 9707 - DEPT# 305 - PROVIDENCE, RI 02940-9707



REPAID WIRELESS TELECOMMUNICATIONS QUARTERLY

PWQ032018111111111100

[REDACTED] **PWTQ**

I HEREBY CERTIFY THAT THIS RETURN, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE, CORRECT AND COMPLETE RETURN.	
SIGNATURE OF OWNER, PARTNER OR AUTHORIZED AGENT	
TITLE	DATE
ACCOUNT IDENTIFICATION NO.	RETURN FOR QUARTER ENDING
[REDACTED]	SEP 2018

FORM PWTQ REV'D 04/2017

1. TOTAL AMOUNT OF PREPAID WIRELESS TELECOMMUNICATIONS RETAIL SALES TRANSACTIONS SUBJECT TO THE 2.5% CHARGE
2. 2.5% CHARGE - MULTIPLY LINE 1 BY 2.6% (0.026)
3. 1% ADMINISTRATIVE DEDUCTION - MULTIPLY LINE 2 BY 1% (0.01)
4. TAX AMOUNT DUE AND PAID (LINE 2 MINUS LINE 3) \$