

## BID SUBMITTAL CHECKLIST

IFB No. COMM 2024-008

### KA WAI OLA PRINTING AND DISTRIBUTION

The following checklist is provided as a reference for bid submittal. The Bidder shall be responsible for complying with all of bid submission requirements. The OHA shall not be responsible for other pertinent IFB information not listed below:

1.  Bid Offer Form (authorized signature required)
2.  Wage Certificate
3.  Corporate Resolution indicating authorized signer for bid and contractual documents
4.  Hawaii Compliance Express (HCE) Certificate of Vendor Compliance OR

Individual copies of clearance certificates with the following agencies:

Department of Taxation (DOTAX) - Form A-6,  
Internal Revenue Service (IRS) - Form 8821,  
Department of Commerce and Consumer Affairs (DCCA) - Form COGS, and  
Department of Labor & Industrial Relations (DLIR) - Form LIR27