

May 15, 2002

PROCUREMENT CIRCULAR NO. 2002-03

TO: All Chief Procurement Officers:  
Judiciary  
Senate  
House of Representatives  
Office of Hawaiian Affairs  
Department of Education  
City & County of Honolulu  
County of Hawaii  
County of Maui  
County of Kauai  
Honolulu City Council  
Hawaii County Council  
Maui County Council  
Kauai County Council  
Honolulu Board of Water Supply  
Hawaii Department of Water Supply  
Maui Department of Water Supply  
Kauai Department of Water  
All Executive Departments  
Hawaii Health Systems Corporation  
University of Hawaii

FROM: Aaron S. Fujioka, Administrator

SUBJECT: ACCESSING PUBLIC AND PROCUREMENT NOTICES ON THE INTERNET

Attached for your information is the State Procurement Office Price List No. 02-31 for Statewide Publication of Public and Procurement Notices, issued jointly by this office and the State Comptroller. It provides that all State and county government agencies shall comply with the "public notices" portion of the price list, pursuant to HRS §1-28.5. It further explains that "government agency" means each department, board, commission, or officer of the state or any of its political subdivisions. For the "procurement notices" portion of the price list, purchasing jurisdictions participating in this price list are required to publish their procurement notices according to the terms of the price list.

The price list became effective on April 1, 2002 and was awarded to five newspapers:

*Hawaii Tribune-Herald (Hilo)*  
*West Hawaii Today (Kona)*  
*The Maui News (Maui)*  
*The Garden Island (Kauai)*  
*Honolulu Star Bulletin (Oahu)*

Notices that require statewide publication must be published in all five newspapers, while a notice specific to a county is generally required to be published only in that county's newspaper.

The notices that appear in the newspaper are also available for viewing at each newspaper's website. The websites categorize the notices into public notices (i.e. public hearing, personnel vacancies, etc.) and procurement notices. The following website addresses link to all newspaper websites:

- 1) <http://governmentnotices.state.hi.us>: State's webpage on *State and County Public and Procurement Notices*.
- 2) <http://www.state.hi.us>: State of Hawaii homepage 1) Click on "Government in Hawaii", 2) Click on "State/County Government Notices" found in the lower right hand corner of the page, and 3) Select the island or newspaper to view the notices.
- 4) [www.state.hi.us/bids/notice01.htm](http://www.state.hi.us/bids/notice01.htm): State Procurement Office (SPO) webpage. Click on the highlighted "State/County Government Notices Page" in the first paragraph to link to the newspaper websites.

The SPO webpage is a listing of procurement notices to which agencies voluntarily post procurement notices, therefore it is a partial listing. At this website, however, vendors may view copies of the solicitations that agencies elect to post.

Please feel free to contact me at (808) 587-4700 should you have any questions or your staff may contact Cara Sakata at (808) 586-0563.

Attachment



Logon: contractor  
Password: govnotice

2) **TRANSMITTAL / ORDER FORM:**

Replace the Transmittal / Order Form with the attached form, revised 5/10/02.

Number 2, Type of Notice, "Legal, Classified and Display" has been deleted.

◆Information on how to access public and procurement notices on the Internet:

The notices that appear in the newspaper are also available for viewing at each newspaper's website. The websites categorize the notices into public notices (i.e. public hearing, personnel vacancies, etc.) and procurement notices. The following website addresses link to all newspaper websites:

- 1) <http://governmentnotices.state.hi.us>: State's webpage on *State and County Public and Procurement Notices*.
- 2) <http://www.state.hi.us>: State of Hawaii homepage 1) Click on "Government in Hawaii", 2) Click on "State/County Government Notices" found in the lower right hand corner of the page, and 3) Select the island or newspaper to view the notices.
- 3) [www.state.hi.us/bids/notice01.htm](http://www.state.hi.us/bids/notice01.htm): State Procurement Office (SPO) webpage. Click on the highlighted "State/County Government Notices Page" in the first paragraph to link to the newspaper websites.

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Robert J. Govers, CPPB



Submit in Duplicate

Other: \_\_\_\_\_

9. Dept./agency reference no. (if required) \_\_\_\_\_

INFORMATION AND COMMUNICATION SERVICES DIVISION

INTERNET LOGON REQUEST

Note: Form must be typewritten. Please allow five days for processing.

Section A

Server/Services:	<input type="checkbox"/> Windows Server	<input type="checkbox"/> UNIX Server	
	<input type="checkbox"/> State E-Mail	<input type="checkbox"/> Web	
	<input checked="" type="checkbox"/> Application Name: <u>State/County Government Notices ON-LINE FORM</u>		
Action Type:	<input type="checkbox"/> ADD	<input type="checkbox"/> CHANGE	<input type="checkbox"/> DELETE

Section B

<b><u>DATA PROCESSING COORDINATOR INFORMATION</u></b>	
Name:	
Dept./Div.:	
E-Mail Address:	Phone:
Signature of DP Coordinator:	Date:

Section C

<b><u>USER LOGON INFORMATION</u></b>		
First Name:	M.I.:	Last Name:
Dept./Div./Br./Sec.		
E-Mail Address:	Phone:	Fax:

Section D

Comments:
-----------

**ICSD USE ONLY**  
**\*\*\*\*\*DO NOT WRITE BELOW THIS AREA \*\*\*\*\***

Logon Name:	Home Directory:	
User Identity (UID):	Primary Group Name:	Host:

ICSD Authorization:	Date:
Work Completed By:	Date Completed:

## Instructions

The "INTERNET LOGON REQUEST" form is used to request for a logon account to a web server or a web-based service hosted by the Information and Communication Services Division.

### Section A:

Indicate whether the logon is for:

- |                         |   |
|-------------------------|---|
| NT Server               | For web site development, if the operating system platform you are requesting is for Windows, check this box.                             |
| UNIX Server             | For web site development, if the operating system platform you are requesting is for UNIX, check this box.                                |
| State E-Mail            | If you are requesting for an e-mail/POP3 mail account, check this box.  |
| Web                     | If you are requesting for a dial up PPP account, check this box.  |
| <b>Application Name</b> | <b>If you are requesting a logon for a specific password protected service/application, select this box and identify the application.</b> |
| <b>Action Type</b>      | <b>Identify whether this request is to ADD/CHANGE/DELETE account information.</b>   |

### Section B:

Should be filled out with the Departmental DP Coordinator data. Form must be signed, and the signed form (not a fax nor a xerox copy) must be sent to:

Department of Accounting and General Services  
Information and Communication Services Division (ICSD)  
Public Information Access Section, Room B-20  
Honolulu, Hawaii 96813

### Section C:

Complete the information about the person for whom the account is being created.

### Section D:

Use this section to provide any additional details/explanations/configurations/etc. pertaining to the logon request.



## ISLAND OF KAUAI

Newspaper: *The Garden Island*

Frequency of publication: Daily (Sunday through Saturday), morning paper

Unit price:  
Monday through Saturday: **\$9.79 per single column inch per insertion;**  
Sunday: **\$9.98 per single column inch per insertion** based on a  
single column measuring 1-1/2"

Font type: New Century Schoolbook regular

Affidavit charges: No charge for first affidavit; \$5.00 per additional

Issue Purchase Order to: Kauai Publishing Company  
dba The Garden Island  
3137 Kuhio Highway, Lihue, HI 96766

Remittance address: same as above

Contact person: Howard Shinseki

Telephone: (808) 245-3681, ext. 235  
Fax: (808) 245-5286  
E-mail: [giads@aloha.net](mailto:giads@aloha.net)

Deadline for submittal of order:

Minimum number of working days: **3**

Due Days and Time for the Days of Publication:

**-Legal, Classified and Display Notices** – one proof:

<u>Day of Publication:</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>Sat.</u>	<u>Sun.</u>
Due on:	W	TH	F	M	T	T	W
Time:	<b>12 noon</b> for all deadlines						



Submit in Duplicate

Other: \_\_\_\_\_

10. Dept./agency reference no. (if required) \_\_\_\_\_



STATE OF HAWAII  
STATE COMPTROLLER  
**AND**  
**STATE PROCUREMENT OFFICE**

SPO Price List No. 02-31 (All Islands)

STATEWIDE PUBLICATION OF PUBLIC AND PROCUREMENT NOTICES  
(IFB-02-064-SW)

\*April 1, 2002 through March 31, 2003

\*Agencies requiring publication of notices on the effective date of this price list, April 1<sup>st</sup>, must consider the lead-time required for each newspaper. Refer to the "Deadline for submittal of order" on the attached information sheet for each vendor (Attachments A-E). For example, to publish a legal notice in the *Honolulu Star Bulletin* on Monday, April 1<sup>st</sup>, agency has to submit its notice to the newspaper by 4:30 p.m. Thursday, March 28<sup>th</sup>.

**This price list is issued jointly by the State Comptroller and the State Procurement Office:**

1. The State Comptroller, pursuant to §1-28.5 and chapter 103D, Hawaii Revised Statutes (HRS), has determined that a "government agency" shall publish its **public notices** in the newspapers listed herein.

All State and county government agencies pursuant to §1-28.5, HRS shall comply with this price list. As defined in §1-28.5, HRS, "government agency" means each department, board, commission, or officer of the State or any of its political subdivisions.

This price list replaces Comptroller's Memo No. 2002-10 including all previously issued memos for the publication of State and County government public notices.

2. The State Procurement Office, pursuant to §3-122-24, Hawaii Administrative Rules (HAR) and chapter 103D, HRS, has established contracts with the newspapers listed herein for the publication of **procurement notices**.

Agencies of the following purchasing jurisdictions, statewide, are required to purchase **procurement notices** from this price list:

- |                                    |                               |
|------------------------------------|-------------------------------|
| •Executive Branch agencies         | •County of Hawaii             |
| •Department of Education           | •Hawaii County Council        |
| •Office of Hawaiian Affairs        | •Hawaii Dept. of Water Supply |
| •Hawaii Health Systems Corporation |                               |
| •Judiciary                         | •County of Maui               |
| •Senate                            | •Maui County Council          |
| •House of Representatives          | •Maui Dept. of Water Supply   |
|                                    |                               |
| •City and County of Honolulu       | •County of Kauai              |
| •Honolulu City Council             | •Kauai County Council         |
| •Honolulu Board of Water Supply    | •Kauai Dept. of Water         |

**POINTS OF CONTACT. Direct questions on the services listed to the respective vendors.**

1. Public Notices. **Direct questions or concerns to Cara Sakata of the State Procurement Office at the telephone and fax numbers, and e-mail address below under Executive branch jurisdiction.**
2. Procurement Notices. **Direct questions or concerns as follows:**

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Cara Sakata	586-0563	586-0570	<a href="mailto:cara_sakata@exec.state.hi.us">cara_sakata@exec.state.hi.us</a>
DOE	Dennis Kajikawa	675-0130	675-0133	<a href="mailto:dennis_kajikawa@notes.k12.hi.us">dennis_kajikawa@notes.k12.hi.us</a>
OHA	Joan Bolte (Leave) Aulani Austin (Interim)	594-1999 594-1999	594-1865 594-1865	<a href="mailto:joanb@oha.org">joanb@oha.org</a> <a href="mailto:aulania@oha.org">aulania@oha.org</a>
HHSC	Al Neves	928-2024	928-8980	<a href="mailto:aneves@hhsc.org">aneves@hhsc.org</a>
Judiciary	Newton Sakamoto	538-5805	538-5802	<a href="mailto:Newtonsakamoto@yahoo.com">Newtonsakamoto@yahoo.com</a>
Senate	Paul T. Kawaguchi  Carol Taniguchi  Deborah Aki	586-6720  586-6720  586-6765	586-6719  586-6719  586-7229	<a href="mailto:Senclk@capitol.hawaii.gov">Senclk@capitol.hawaii.gov</a>  <a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>  <a href="mailto:wikander@capitol.hawaii.gov">wikander@capitol.hawaii.gov</a>
House	Patricia Mau Shimizu	586-6400	586-6401	<a href="mailto:adele@capitol.hawaii.gov">adele@capitol.hawaii.gov</a>
Honolulu City and County	Earl Goro	523-4795	527-6834	<a href="mailto:egoro@co.honolulu.hi.us">egoro@co.honolulu.hi.us</a>
Honolulu Council	Clayton Wong	523-4848	523-4220	<a href="mailto:cwong@co.honolulu.hi.us">cwong@co.honolulu.hi.us</a>
Honolulu Board of Water Supply	Calvin Okamoto  Craig Nahm	527-5253  527-5253	527-6155  527-6155	<a href="mailto:cokamoto@hbws.org">cokamoto@hbws.org</a>  <a href="mailto:cnahm@hbws.org">cnahm@hbws.org</a>
Hawaii County & Council	Bill Gray	961-8231	961-8248	<a href="mailto:bill_gray@co.hawaii.hi.us">bill_gray@co.hawaii.hi.us</a>
Hawaii Depart. of Water Supply	Craig Shimabukuro	961-8020	961-8031	<a href="mailto:cshimabukuro@hawaiiidws.org">cshimabukuro@hawaiiidws.org</a>
Maui County	Greg King  Bruce Milliken  Faye Okazaki	270-7488  270-7489  270-7492	270-7138  270-7138  270-7138	<a href="mailto:greg.king@co.maui.hi.us">greg.king@co.maui.hi.us</a>  <a href="mailto:bruce.milliken@co.maui.hi.us">bruce.milliken@co.maui.hi.us</a>  <a href="mailto:faye.okazaki@co.maui.hi.us">faye.okazaki@co.maui.hi.us</a>
Maui Council	Frances Hirano	270-7838	270-7686	<a href="mailto:frances.hirano@co.maui.hi.us">frances.hirano@co.maui.hi.us</a>
Maui Depart. of Water Supply	Mike Quinn  Kenneth L. Bissen	270-8013  270-7684	270-7136  270-7684	<a href="mailto:michael.quinn@co.maui.hi.us">michael.quinn@co.maui.hi.us</a>  <a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@co.maui.hi.us</a>
Kauai County	Florence Kakuda	241-6294	241-6297	<a href="mailto:fkakuda@kauaigov.c">fkakuda@kauaigov.c</a>

Jurisdiction	Name	Telephone	FAX	E-mail
	Elmer Muraoka	241-6295	241-6297	<a href="mailto:emuraoka@kawaiiwater.com">om emuraoka@kawaiiwater.com</a>
Kauai Council	Peter Nakamura Aida Okasaki	241-6288	241-6349	council@aloha.net
Kauai Depart. of Water	Clarita M. Remigio	245-5423	245-5813	<a href="mailto:cremigio@kawaiiwater.org">cremigio@kawaiiwater.org</a>
	Melodie J. Schnardthorst	245-5426	245-5813	mschnardthorst@kawaiiwater.org

**EXCEPTIONS TO THE PRICE LIST.** Price list exceptions shall be requested as follows:

1. **Public Notices.** Submit SPO Form-5A, copy attached, to the State Comptroller, c/o the State Procurement Office, FAX No. (808) 586-0570.
2. **Procurement Notices.** Executive branch agencies, submit SPO Form-5, copy attached, to the State Procurement Office, FAX No. (808) 586-0570. Agencies of other purchasing jurisdictions, follow procedures established by your Chief Procurement Officer.

**VENDORS:** Refer to the Attachments A-E.

<u>Vendors</u>	
Island of Oahu:	Honolulu Star Bulletin
Island of Hawaii-Hilo:	Hawaii Tribune-Herald
Island of Hawaii-Kona:	West Hawaii Today
Islands of Maui, Molokai, Lanai:	The Maui News
Island of Kauai:	Kauai Publishing Company dba The Garden Island

**VENDOR CODES** for annotation on purchase orders are obtained from the “Alphabetical Vendor Edit Table Report” available at your department’s fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order. Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

**HOW TO MEET LEGAL REQUIREMENTS FOR COUNTYWIDE OR STATEWIDE PUBLICATION.** Countywide publication of notices shall be met by placing the notice in the local newspaper for that county or island. Statewide publication of notices shall be met by placing the notice in all five (5) island/county newspapers.

**COST.** The unit price is the cost of a single column width per inch per insertion and is exclusive of the 4% Hawaii General Excise tax which agencies are advised to add to their purchase order total. Refer to Attachments A-E for the unit price and the size of the column width for each newspaper.

For a multiple insertion notice, if an insertion is cancelled in time for the newspaper to withdraw the notice from publication, the Contractor shall only be compensated for the actual number of insertions published.

**TYPE OF NOTICES.** Public notices shall be in the form of either legal, classified, or display notices. Procurement notices shall be legal notices.

**PLACING OF ORDERS:**

**Order Form.** Until further notice, orders may be placed by FAX or hand delivery, using the **attached** Public and Procurement Notices Transmittal/Order Form. In the near future, instructions for ordering on-line will be issued.

Notices submitted in electronic format shall be in Word saved as TXT. For *Hawaii Tribune-Herald*, submit in Word saved as "asciitext".

**Copy Body.** *Unless otherwise requested by the agency*, a standard copy body of 7.5 point type size and a heading and subject line of 8 point will be printed. To obtain the larger 8, 9 or 10 point type size, you must make a special request to the newspaper on the Order Form. Note that the cost of your notice for larger sized print will result in a higher cost as compared to the standard copy body.

**Affidavit of Publication.** Specify the number of affidavit(s) of publication required on the Order Form. The first affidavit is free of charge, however, there may be a charge for any additional copy. Refer to the Attachments A-E for cost of additional copies, if any.

**PROOFS.** When proofs are requested, the vendor shall first proofread and make necessary corrections before submitting to the agency. If required due to editing of the first proof by the agency, a second proof may be requested by the agency.

For larger notices, plan for sufficient lead-time to the newspapers if several proofs will be required.

**ERRORS** on the part of the vendor, such as error in the printed notice or a delay in scheduled publication, a corrected publication shall be printed in a timely manner satisfactory to the agency or a full credit shall be issued at the option of the agency.

**WHERE TO FIND YOUR PUBLIC NOTICE:**

**Newspaper.** Vendor will publish all public and procurement notices in one area designated for "State/County Government Notices". The newspaper's index will include a listing of "State/County Notices".

**Internet Posting.** In addition to publication in the newspaper, all notices will be posted on the internet accessible at [governmentnotices.state.hi.us](http://governmentnotices.state.hi.us). Public and procurement notices will be posted for one (1) week from the day the notice is published in the newspaper, or if the notice is published more than one time, for one (1) week from the last day of publication.

**SPO PL NO. 02-31** must be typed on purchase orders issued against this price list.

**PRICE LIST AVAILABLE ON HAWAII FYI.** Agency with a computer and modem may retrieve a copy of this price list via the State's **Hawaii FYI** electronic gateway by dialing the following modem number:

Hawaii	974-6640	Kauai	274-3600
Maui	984-2000	Oahu	587-4800

At the main menu select *Hawaii Internet Services Menu*, then click on *State Price Lists* for the current listing. If assistance is required to access Hawaii FYI, call the ICSD Assistance Center at 586-1919 from Oahu and 1-800-252-1132 from the neighbor islands.

Submit in Duplicate

This price list is available on the State Procurement Office webpage at <http://www.state.hi.us/icsd/dags/spo.html>.

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GLENN M. OKIMOTO  
State Comptroller

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ROBERT J. GOVERNS, CPPB  
Procurement Officer

Attachments: Attachments A-E (vendor information)  
Transmittal/Order Form  
SPO Form-5A (waiver for public notice)  
SPO Form-5 (waiver for procurement notice)

ISLAND OF OAHU

Newspaper: **Honolulu Star Bulletin**

Frequency of publication: Daily (Monday through Friday, afternoon paper; Saturday and Sunday, morning paper)

Unit price: **\$12.00 per single column inch per insertion** based on a single column width measuring 1-1/8"

Font type: Franklin Gothic

Affidavit charges: No charge for first affidavit; \$5.00 per additional

Issue Purchase Order & Remittance to: Honolulu Star Bulletin  
500 Ala Moana Blvd., Seven Waterfront Plaza, Ste. 500  
Honolulu, HI 96813

Main Contact person: Lavonne Cuaresma: [lavonne@starbulletin.com](mailto:lavonne@starbulletin.com)

Alternate Contact person: Casey Asuncion

Telephone: Lavonne (808) 529-4827 Casey (808) 529-4344

Fax: (808) 529-4826

E-mail: [legals@starbulletin.com](mailto:legals@starbulletin.com)

Deadline for submittal of order:

Minimum number of working days: \*

Due Days and Time for the Days of Publication:

**-Legal Notices: \*2**

<u>Day of Publication:</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>Sat.</u>	<u>Sun.</u>
Due on:	TH	F	M	T	W	TH	TH
Time:	<b>4:30 PM</b> for all deadlines						

**-Classified Notices: \*2**

<u>Day of Publication:</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>Sat.</u>	<u>Sun.</u>
Due on:	Sat.	M	T	W	TH	F	F
Time:	<b>12 Noon</b> for Sat. deadline <b>4:30 PM</b> for all other deadlines						

**-Display Notices: \*3**

<u>Day of Publication:</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>Sat.</u>	<u>Sun.</u>
Due on:	TH	F	F	M	T	W	W
Time:	<b>12 Noon</b> for TH and F deadlines <b>6:00 PM</b> for all other deadlines						

## ISLAND OF HAWAII--HILO

Newspaper: *Hawaii Tribune-Herald*

Frequency of publication: Daily (except Saturday), morning paper

Unit price: **\$14.00 per single column inch per insertion** based on a single column width measuring 1-1/4"

Font type: New Century Schoolbook

Affidavit charges: No charge for first or additional copies

Issue Purchase Order to: Hawaii Tribune-Herald  
P. O. Box 767, Hilo, HI 96721

Remittance address: same as above

Contact person: Makanani Kaaua or Avery Silva-Tabuniar

Telephone: (800) 548-1294

Fax: (808) 969-9100

E-mail: hthadv@hawaiitribune-herald.com

Deadline for submittal of order:

Minimum number of working days: **4**

Due Days and Time for the Days of Publication:

**-Legal, Classified and Display Notices:**

<u>Day of Publication:</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>Sun.</u>
Due on:	T	W	TH	F	M	T
Time:	<b>12:00 Noon</b> for all deadlines					

## ISLAND OF HAWAII--KONA

Newspaper: **West Hawaii Today**

Frequency of publication: Daily (except Saturday), morning paper

Unit Price: **\$9.65 per single column inch per insertion** based on a single column width measuring 1-9/16"

Font type: New Century Schoolbook

Affidavit charges: No charge for first two affidavits; \$5.00 per additional

Issue Purchase Order to: West Hawaii Today  
P. O. Box 789, Kailua-Kona, HI 96745

Remittance address: same as above

Contact person: Lorelei Logan

Telephone: (808) 329-9311

Fax: (808) 329-3659

E-mail: [whtadv@aloha.net](mailto:whtadv@aloha.net)

Deadline for submittal of order:

Minimum number of working days: **3**

Due Days and Time for the Days of Publication:

**-Legal, Classified and Display Notices:**

<u>Day of Publication:</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>Sun.</u>
Due on:	W	TH	F	M	T	W
Time:	<b>12:00 Noon</b> for all deadlines					

## ISLAND OF MAUI

Newspaper: ***The Maui News***

Frequency of publication: Daily (Sunday through Saturday), morning paper

Unit price: **\$11.06 per single column inch per insertion** based on a single column width measuring 1-3/16"

Font type: Header—Times Bold; Body—Times Roman

Affidavit charges: No charge for first affidavit; \$5.00 per additional

Issue Purchase Order to: The Maui News  
P.O. Box 550 Wailuku, HI 96793

Remittance address: 100 Mahalani Street, Wailuku, HI 96793

Contact person: Lana Kusunoki

Telephone: (808) 242-6333

Fax: (808) 242-6389

E-mail: [prepress@mauinews.com](mailto:prepress@mauinews.com)

Deadline for submittal of order:

Minimum number of working days: **2**

Due Days and Time for the Days of Publication:

**-Legal, Classified and Display Notices:**

<u>Day of Publication:</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>Sat.</u>	<u>Sun.</u>
Due on:	Th	F	M	T	W	W	Th
Time:	<b>3:00 PM</b> for all deadlines						

## ISLAND OF KAUAI

Newspaper: *The Garden Island*

Frequency of publication: Daily (Sunday through Saturday), morning paper

Unit price:  
Monday through Saturday: **\$9.79 per single column inch per insertion;**  
Sunday: **\$9.98 per single column inch per insertion** based on a  
single column measuring 1-1/2"

Font type: New Century Schoolbook regular

Affidavit charges: No charge for first affidavit; \$5.00 per additional

Issue Purchase Order to: Kauai Publishing Company  
dba The Garden Island  
3137 Kuhio Highway, Lihue, HI 96766

Remittance address: same as above

Contact person: Howard Shenseki

Telephone: (808) 245-3681, ext. 235  
Fax: (808) 245-5286  
E-mail: [giads@aloha.net](mailto:giads@aloha.net)

Deadline for submittal of order:

Minimum number of working days: **3**

Due Days and Time for the Days of Publication:

**-Legal, Classified and Display Notices** – one proof:

<u>Day of Publication:</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>Sat.</u>	<u>Sun.</u>
Due on:	W	TH	F	M	T	T	W
Time:	<b>9:00 AM</b> for all deadlines						



8. Other Payment method:  Purchasing/Credit Card No. \_\_\_\_\_  
 On Account No. \_\_\_\_\_  
 Other: \_\_\_\_\_
11. Dept./agency reference no. (if required) \_\_\_\_\_

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**STATE OF HAWAII**  
**REQUEST FOR AUTHORIZATION TO PURCHASE OUTSIDE OF THE**  
**SPO PRICE LIST FOR STATEWIDE PUBLICATION OF**  
**PUBLIC NOTICES, PURSUANT TO SECTION 1-28.5, HRS**

*(NOTE: SUBMIT THIS REQUEST TO THE STATE PROCUREMENT OFFICE- FAX NO. (808) 586-0570)*

TO: State Comptroller

ATTN.: State Procurement Office

FROM: \_\_\_\_\_  
(State/County agency)

Exception to purchase from a source other than the appropriate price list vendor is requested as follows:

Price List Vendor:	Price List Unit Price:
Description:	

Justification to purchase from another source (why publication under the terms of the price list cannot meet agency needs):

\_\_\_\_\_

For your information, we propose to purchase the publication as follows:

Name of Vendor:	Unit Price:

Direct questions to: \_\_\_\_\_

Phone: \_\_\_\_\_

**Approval Recommended by:**

\_\_\_\_\_  
Signature Title Date

<b>Recommendation of SPO Staff:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval <input type="checkbox"/> No Action Required
Comments:
_____ Signature Title Date

**ACTION BY STATE COMPTROLLER:**

Approved                       Denied

\_\_\_\_\_  
State Comptroller Date

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**STATE OF HAWAII  
REQUEST FOR AUTHORIZATION TO PURCHASE OUTSIDE OF  
STATE PROCUREMENT OFFICE PRICE LIST**

TO: Chief Procurement Officer

FROM:

\_\_\_\_\_  
(Department/Division/Agency)

Pursuant to § 3-121-6, HAR, exception is requested from Price List Number PL \_\_\_\_\_

Price List Vendor:	Date:
Whom Contacted:	

Item Number:	Unit Price:	Description:
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Justification for purchase outside of the price list:

For your information, in place of the contracted item, we propose to purchase the following:

Name of supplier	Brand Name and Number:	Quantity / Unit Price
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Direct questions to: \_\_\_\_\_

Phone: \_\_\_\_\_

**Approval Recommended by:**

\_\_\_\_\_  
Signature

Title

Date

**Recommendation of Purchasing Staff:** \_\_\_ Approval \_\_\_ Disapproval \_\_\_ No Action Required

Comments:

\_\_\_\_\_

Staff Supervisor	Date	Purchasing Specialist	Date
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**ACTION BY CHIEF PROCUREMENT OFFICER:**

Submit in Duplicate

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied

\_\_\_\_\_ Chief Procurement Officer

Date