




**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Tel: (808) 587-4700  
email: [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)  
<http://spo.hawaii.gov>

January 2, 2015

TO: Executive Department/Agencies      City and County of Honolulu  
Department of Education (DOE)      (C&C of Honolulu)  
(Includes Charter Schools)      Honolulu City Council  
Hawaii Health Systems Corporation      Honolulu Board of Water Supply  
(HHSC) (Includes Regional System      Honolulu Authority For Rapid Transportation  
Boards and Hospitals)      (HART)  
Office of Hawaiian Affairs (OHA)      County of Hawaii  
University of Hawaii (UH)      Hawaii County Council  
House of Representative (House)      County of Hawaii-Department of Water Supply  
Senate      County of Maui  
Judiciary      Maui County Council  
County of Maui-Department of Water Supply  
County of Kauai  
Kauai County Council  
County of Kauai-Department of Water

FROM: Sarah Allen  
Administrator 

SUBJECT: **Change No. 17**  
SPO Price List Contract No. 10-06  
**Newspaper Publication – Oahu, Molokai, Lanai**  
Expires June 30, 2015  
**IFB-09-037-SW**

The following changes are made to the price list contract:

- Add Transmittal/Order Form for the island of Oahu, Molokai and Lanai.
- Phyllis Ono-Evangelista is the new point of contact with OHA.
- Nicole Chapman is the new point of contact with HART.
- The State Procurement Office home page URL is changed to <http://spo.hawaii.gov>.

The current price list contract incorporating Change No. 17 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

If you have any questions, please contact Stanton Mato at (808) 586-0566 or email [stanton.d.mato@hawaii.gov](mailto:stanton.d.mato@hawaii.gov).

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Price List Contract No. 10-06**  
Replaces SPO PL Contract No. 02-31 and 06-12  
Includes Change Nos. 17  
Revised January 2, 2015

**Newspaper Publication – Oahu, Molokai, Lanai**

IFB-09-037-SW

January 1, 2011 to June 30, 2015

(Honolulu Star-Advertiser)

**GENERAL INFORMATION.** This price list contract is issued on behalf of the State Comptroller pursuant to HRS §1-28.5, *Publication of Notice*. This notice shall be given only as follows:

For Statewide publication in a daily or weekly publication of statewide circulation; or by publication in separate daily or weekly publications whose combined circulation is statewide; and for county-wide publication, by publication in a daily or weekly publication in the affected county.

The comptroller pursuant to chapter 103D shall determine a publication for all government agencies to enable the public to go to one source of publication for published public notice on each island. As defined in HRS, *governmental* agency means each department, board, commission, or officer of the State or any of its political subdivisions.

This contract is for publication of legal, classified/employment and retail/display ads. Consequently, when a governmental agency decides to publish a public notice, employment ad or any other ad in the newspaper, they shall publish their notice or ad in the newspaper listed as the primary contractor for Oahu, Molokai and Lanai.

**PARTICIPATING JURISDICTIONS** listed below are required to utilize this price list contract and place their notices (publication of legal, classified/employment and retail/display ads) in the primary newspaper for Oahu, Molokai and Lanai:

- |   |  |
|---|--|
| ●Executive Departments/Agencies                 | ●C&C of Honolulu                             |
| ●DOE  | ●Honolulu City Council                       |
| (Includes Charter Schools)                      | ●Honolulu Board of Water Supply              |
| ●HHSC   | ●HART  |
| (Includes Regional System Boards and Hospitals) | ●County of Hawaii                            |
| ●OHA  | ●Hawaii County Council                       |
| ●UH   | ●County of Hawaii-Department of Water Supply |
| ●House  | ●County of Maui                              |
| ●Senate   | ●Maui County Council                         |
| ●Judiciary                                      | ●County of Maui-Department of Water Supply   |
|   | ●County of Kauai                             |
|   | ●Kauai County Council                        |
|   | ●County of Kauai-Department of Water         |

A governmental agency may choose to place an additional notice in another newspaper to run concurrently to reach a wider circulation.

**EXCEPTION TO THE PRICE LIST CONTRACT.** An exception may be granted when the price list contract does not meet the purchasing agency's needs. For this purpose, Executive Branch Department Heads (or as delegated by the department head) are granted the authority to make the exception approval. This procedure will allow departments to make their own determination when not practicable or advantageous to use the contract vendor(s).

All approvals shall be made prior to purchase. Purchases made after-the-fact, without prior approval, shall be processed as procurement violations through form SPO-016.

Executive departments and participating jurisdictions may use form SPO-005, *SPO Price or Vendor List Contract Exception* as a template to record and file requests. Form SPO-005 may be edited to meet specific department needs. SPO forms are available on the SPO website at <http://spo.hawaii.gov>. Click on *Forms* on the home page.

When the price list contract is not used, HRS chapter 103D and the procurement rules apply to purchases using the applicable procurement method and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources is at the discretion of the participating jurisdiction.

**POINT OF CONTACT.** Questions regarding the services listed, ordering, pricing and status should be directed to the contractor(s).

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Telephone	Fax	E-mail
Executive	Stanton Mato	586-0566	586-0570	<a href="mailto:stanton.d.mato@hawaii.gov">stanton.d.mato@hawaii.gov</a>
DOE (Includes Charter Schools)	Procurement Staff	675-0130	675-0133	<a href="mailto:doeprocare@notes.k12.hi.us">doeprocare@notes.k12.hi.us</a>
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	<a href="mailto:phylliso@oha.org">phylliso@oha.org</a>
HHSC (Includes Regional System Boards and Hospitals)	Joe Evanoff	733-4168	733-4460	<a href="mailto:jevanoff@hhsc.org">jevanoff@hhsc.org</a>
UH	Matthew Chow (Primary)	956-2765	956-2096	<a href="mailto:chowmatt@hawaii.edu">chowmatt@hawaii.edu</a>
	Karlee Hisashima	956-8687	956-2093	<a href="mailto:karlee@hawaii.edu">karlee@hawaii.edu</a>
House	Brian Takeshita	586-6423	586-6401	<a href="mailto:takeshita@capitol.hawaii.gov">takeshita@capitol.hawaii.gov</a>
Senate	Carol Taniguchi	586-6720	586-6719	<a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>
Judiciary	Newton Sakamoto	538-5805	538-5802	<a href="mailto:newton.t.sakamoto@courts.state.hi.us">newton.t.sakamoto@courts.state.hi.us</a>
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	<a href="mailto:bfs purchasing@honolulu.gov">bfs purchasing@honolulu.gov</a>
Honolulu City Council	Clayton Wong	768-5084	768-5011	<a href="mailto:cwong@honolulu.gov">cwong@honolulu.gov</a>
Honolulu Board of Water Supply	Vicki Kitajima	748-5151	550-9193	<a href="mailto:vkitajima@hbws.org">vkitajima@hbws.org</a>
HART	Nicole Chapman	768-6135	587-6080	<a href="mailto:nchapman@honolulu.gov">nchapman@honolulu.gov</a>
County of Hawaii	Jeffrey Dansdill	961-8440	961-8248	<a href="mailto:jdansdill@co.hawaii.hi.us">jdansdill@co.hawaii.hi.us</a>
Hawaii County Council	Jeffrey Dansdill	961-8440	961-8248	<a href="mailto:jdansdill@co.hawaii.hi.us">jdansdill@co.hawaii.hi.us</a>
County of Hawaii- Department of Water Supply	Ka'iulani L. Matsumoto	961-8050 ext 224	961-8657	<a href="mailto:kmatsumoto@hawaiidws.org">kmatsumoto@hawaiidws.org</a>

Jurisdiction	Name	Telephone	Fax	E-mail
County of Maui	Greg King	249-2403 x30	249-0839	<a href="mailto:greg.king@co.maui.hi.us">greg.king@co.maui.hi.us</a>
Maui County Council	Ross Izumigawa	270-7661	270-7686	<a href="mailto:ross.izumigawa@mauicounty.us">ross.izumigawa@mauicounty.us</a>
County of Maui- Department of Water Supply	Kenneth L. Bissen Holly Perdido	270-7684 270-7684	270-7136 270-7136	<a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@co.maui.hi.us</a> <a href="mailto:holly.perdido@co.maui.hi.us">holly.perdido@co.maui.hi.us</a>
County of Kauai	Florence Kakuda	241-4294	241-6297	<a href="mailto:fkakuda@kauai.gov">fkakuda@kauai.gov</a>
Kauai County Council	Lisa Ishibashi Scott Sato	241-4820 241-4810	241-6349 241-6349	<a href="mailto:lishibashi@kauai.gov">lishibashi@kauai.gov</a> <a href="mailto:ssato@kauai.gov">ssato@kauai.gov</a>
County of Kauai- Department of Water	Fay Tateishi	245-5423	245-5813	<a href="mailto:ftateishi@kauaiwater.org">ftateishi@kauaiwater.org</a>

**USE OF PRICE & VENDOR LIST CONTRACTS BY NONPROFIT ORGANIZATIONS.** Pursuant to HRS §103D-804, nonprofit organizations with current purchase of service contracts (HRS Chapter 103F) have been invited to participate in the SPO price & vendor list contracts.

A listing of these nonprofit organizations is available at the SPO website: <http://spo.hawaii.gov>. Click on *For Vendors > Non-Profits > Cooperative Purchasing Program > View the list of qualifying nonprofits eligible to participate in cooperative purchasing.*

If a nonprofit wishes to purchase from a SPO price or vendor list contract, the nonprofit must obtain approval from each Contractor, i.e., participation must be mutually agreed upon. A Contractor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and Contractor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a SPO price or vendor list Contractor(s).

**THE HONOLULU STAR-ADVERTISER IS THE APPROVED PRIMARY PUBLISHER FOR NEWSPAPER PUBLICATION SERVICES FOR OAHU, MOLOKAI AND LANAI:**

Island	PRIMARY Newspaper*	
Oahu	Honolulu Star-Advertiser	
Lanai	Honolulu Star-Advertiser	
Molokai	Honolulu Star-Advertiser	

\*Governmental agencies committed to the use of this price list contract are required to place an ad or notice in the Primary Newspaper.

Governmental agencies may choose to place an additional notice or ad to run concurrently in another newspaper to reach a wider circulation. Agencies shall use the applicable procurement method and its procedures, such as small purchases to obtain quotes from any available newspaper publication that will meet your agency public notice requirements to run an ad in an additional newspaper.

**TRANSMITTAL / ORDER FORM** should be used when placing orders with the Contractor. A copy of the Transmittal / Order Form is available on the last page.

**PLACING OF ORDERS** must be per the required deadlines for each newspaper. See Contractor's information sheet on pages 6.

Governmental agencies may submit documents at minimum in MS Word, PDF or tif formats. Agencies shall check with individual publications for other available formats as needed.

Orders may be placed by FAX or hand delivered to the Contractor.

**OTHER SERVICES.** Refer to each publication's information sheet for pricing availability for other services such as color notices or ads, notices or ads in affiliate mailers and on-line (Internet) notices or ads.

**INTERNET POSTING.** On-line notices are an additional, optional service. Notices shall be posted on the Internet on the same day and/or first day it is published in the newspaper. Contractor shall provide universal page format, i.e. Adobe Acrobat and/or PDF with an associated hyperlink for a downloadable universal, readable version.

**AFFILIATED MAILERS.** Notices or ads placed in affiliated mailers will be an additional, optional service. Notices or ads will be run in the closest available publish date of the affiliated mailer to the notice or ad date of the newspaper publication.

**PROOF.** When proofs are requested by a governmental agency, Contractor shall first proofread and make necessary corrections, then submit a proof of the notice to the governmental agency. A second proof may be required if the first proof is extensively edited by the governmental agency. If a proof is required, State shall approve proof before an authorizing pCard charge.

**CONFIRMATION NOTICE.** Contractor shall provide confirmation of an order by e-mail or fax. Contractor shall proof all work. Any errors or delays to the scheduled publication date, due to Contractor error, shall be corrected and printed in a timely manner satisfactory to the agency or a full credit shall be issued. Contractor shall immediately notify the agency by phone and confirm via fax or e-mail to any delays to the scheduled publication date(s) due to Contractor error.

**AFFIDAVIT OF PUBLICATION** for each notice shall be sent to the ordering governmental agency at no additional cost. Affidavit shall be mailed within seven (7) calendar days of last day of publication. A clipping of the notice or ad shall be submitted with the affidavit. Or as necessary, a tear sheet shall be attached to each affidavit. Cost for additional copies of the affidavit will apply.

**UNIT PRICES** include delivery to destination and all other costs EXCEPT the State General Excise Tax, currently 4.5% for sales on Oahu, and 4.0% for sales on Molokai and Lanai, if applicable. Governmental agencies are advised to add tax amount to their purchase order total.

**VENDOR CODES** for annotation on purchase orders are obtainable 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.

**COMPLIANCE.** Prior to awarding a contract, the SPO verified compliance of the Contractor with all laws governing entities doing business in the State pursuant to HRS §103D-310(c), and SPO will monitor compliance throughout the term of the contract via *Hawaii Compliance Express (HCE)*. Therefore, purchasing agencies are not required to verify compliance prior to utilizing a SPO Price or Vendor List Contract.

**PURCHASING CARD (pCard).** The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, excluding DOE, OHA, UH and HHSC for orders totaling less than \$2,500. For purchases \$2,500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

**PURCHASE ORDERS** may be issued for purchases \$2,500 or more; and for Contractors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or charge its customers a transaction fee for the usage.

**SPO PL CONTRACT NO. 10-06** shall be typed on purchase orders issued against this price list contract. For pCard purchases, the *SPO PL Contract No. 10-06* shall be notated on the appropriate transaction document.

**PAYMENTS** are to be made to the Contractor(s) remittance address. HRS §103-10 provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. Payments may also be made via pCard.

**VENDOR AND PRODUCT EVALUATION** form SPO-012, for the purpose of addressing concerns on this price list contract is available to agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* at the home page.

**PRICE OR VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET** at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.



ISLANDS OF OAHU, MOLOKAI & LANAI

**Primary Contractor:** Oahu Publications, Inc.  
**Name of Newspaper:** Honolulu Star-Advertiser (Contract expires on June 30, 2015)  
**Frequency of Publication:** Daily (Monday through Sunday, morning paper)  
**Column Width:** Legal – 0.895”  
 Classified – 0.895”  
 Retail – 1.513”  
**Minimum Size:** One column inch

**Prices based on one column width/1 inch height for the period July 1, 2014 to June 30, 2015.**

Type of Ad	Monday – Friday	Saturday	Sunday
Legal Ad with or w/o graphics	\$30.00	\$30.00	\$40.00
Retail Ad with or w/o graphics	\$46.00	\$46.00	\$56.00
Classified Ad with or w/o graphics	\$48.00	\$48.00	\$66.00

**Affidavit charges:** No charge for first affidavit \$28.00 per additional

**Issue PO & Remittance to:** Oahu Publications, Inc.  
 500 Ala Moana Boulevard, Suite 7-500  
 Honolulu, HI. 96813

**Contacts:**

<b>Name:</b> Lisa Kaukani, Account Executive	<b>Name:</b> Rose Rosales, Account Executive
<b>Phone:</b> (808) 529-4344	<b>Phone:</b> (808) 529-4825
<b>Fax:</b> (808) 529-4829	<b>Fax:</b> (808) 529-4829
<b>Email:</b> <a href="mailto:lkaukani@staradvertiser.com">lkaukani@staradvertiser.com</a>	<b>Email:</b> <a href="mailto:rosales@staradvertiser.com">rosales@staradvertiser.com</a>

For urgent jobs: (808) 348-7158

**Deadlines for Submission:**

Three working days prior to publication date. Deadlines are moved up one day during holidays.

Date of Publication	Submission due (date and time)	Date of Publication	Submission due (date and time)
Monday	Wednesday, 4:30 p.m.	Thursday	Monday 4:30pm
Tuesday	Thursday, 4:30 p.m.	Friday	Tuesday 4:30pm
Wednesday	Friday, 4:30 p.m.	Saturday & Sunday	Wednesday 4:30pm

**Other services:** Price for color ads: \$23.00 per column inch  
 No charge for RUSH orders  
 No charge for cancelled ads in which proofs were made  
 Additional cost to run in affiliated mailers (MidWeek) - \$69.00 per column inch  
 Additional cost to place ad on-line (Internet) - \$56.00 per insertion

Include all applicable taxes, except the GET, currently 4.5% for all sales made on Oahu, and 4.0% for all sales made on the islands of Hawaii, Maui, Kauai, Molokai and Lanai. The GET may be added to the invoice as a separate line item and shall not exceed the current rate for that island.

**STATE OF HAWAII  
PUBLICATION OF PUBLIC NOTICES  
TRANSMITTAL / ORDER FORM**

Submit your request by fax: 808 529-4829, email: [legals@staradvertiser.com](mailto:legals@staradvertiser.com)  
or hand deliver to: Honolulu Star-Advertiser, 500 Ala Moana Blvd, Tower 7,  
Suite 500, Honolulu, HI 96813 ATTN: Legal Department  
Phone # 808 529-4344

**\*Please be sure to submit three (3) business days prior to date of publication.**

Date: \_\_\_\_\_

TO:  Honolulu Star-Advertiser      PO# \_\_\_\_\_  
 MidWeek                                      PO# \_\_\_\_\_

FROM: Ordering Dept./Agency \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Contact Person (handling notice) \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**ORDER INFORMATION**

1) Date(s) of Publication: \_\_\_\_\_

2) Type of Notice:       Legal                       Classified               Retail

3) Method of submitting notice:       Fax                       Hand Delivery               E-mail

4) Number of Affidavit(s) of Publication required: \_\_\_\_\_

5) Billing address (if different from above): \_\_\_\_\_  
Contact Person (handling the bill) \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

6) Payment Method:  Purchasing/Credit Card No. \_\_\_\_\_  
Expiration Date: \_\_\_/\_\_\_ Security Code: \_\_\_\_\_  
Name on card: \_\_\_\_\_  
 Bill to Account No. \_\_\_\_\_  
 Other: \_\_\_\_\_

7) Dept./Agency reference no. (if required) \_\_\_\_\_