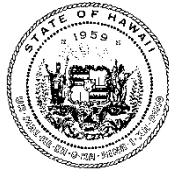


DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR

STATE OF HAWAII
STATE PROCUREMENT OFFICE

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 586-0554
email: state.procurement.office@hawaii.gov
<http://spo.hawaii.gov>
Twitter: [@hawaiispo](https://twitter.com/hawaiispo)

October 11, 2018

TO: Executive Departments/Agencies City and County of Honolulu
 Department of Education Honolulu City Council
 Hawaii Health Systems Corporation Honolulu Board of Water Supply
 Office of Hawaiian Affairs Honolulu Authority for Rapid Transportation
 University of Hawaii County of Hawaii
 Public Charter School Commission Hawaii County Council
 and Schools County of Hawaii-Department of Water Supply
 House of Representatives 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

FROM: For Sarah Allen, Administrator *Sarah A. Allen*

SUBJECT: **Change No. 5**
 SPO Price List Contract No. 15-08
 PUBLICATION OF PUBLIC NOTICE – OAHU, MOLOKAI, LANAI
 IFB-15-007-OML
 Expires: June 30, 2020

The following changes are made to the price list contract:

The new point of contact for the Executive Department, Public Charter School Commission and Schools, and the County of Kauai-Department of Water is updated.

The current price list contract incorporating Change No. 5 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 Matthew Chow at (808) 586-0577 or email matthew.m.chow@hawaii.gov.

WHERE TO FIND

General Information / Participating Jurisdictions	2
Exception to the Price List Contract	3
Point of Contact / Nonprofit Organizations	3-4
Authorized Newspaper Vendor(s).....	4
Placing or Orders / Transmittal Order Form / Other Services / Internet Posting	5
Affiliated Mailers / Proof / Confirmation Notice / Affidavit of Publication	5
Unit Prices / Vendor Codes	5
HCE / pCard / PO / Payments / SPO-012	6
SPO-012 / Commodity Description / How to Use this Contract	6
Vendor Contact Information	
Oahu Publications (Honolulu Star-Advertiser)	7
Transmittal Order Form	8
Honolulu Star-Advertiser	

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 15-08
Replaces SPO PL Contract No. 10-06
Includes Change No. 5
Effective: 10/11/2018

Publication of Public Notices – Oahu, Molokai, Lanai

(IFB-15-007-OML – Honolulu Star-Advertiser)

July 1, 2015 to June 30, 2020

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	City and County of Honolulu
Department of Education (DOE)	Honolulu City Council
Hawaii Health Systems Corporation	Honolulu Board of Water Supply
Office of Hawaiian Affairs	Honolulu Authority for Rapid Transportation
University of Hawaii	County of Hawaii
Public Charter School Commission and Schools	Hawaii County Council
House of Representatives	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

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	Matthew Chow	586-0577	586-0570	matthew.m.chow@hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	doeprocure@notes.k12.hi.us
HHSC	Jeff Dansdill	657-3721		jedansdill@hhsc.org
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
UH	Karlee Hisashima	956-8687	956-2093	karlee@hawaii.edu
Public Charter School Commission and Schools	Danny Vasconcellos	586-3775	586-3776	danny.vasconcellos@spcsc.hawaii.gov
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	bfspurchasing@honolulu.gov
Honolulu City Council	Heather Murakami	768-5084	768-1363	hmurakami@honolulu.gov
Honolulu Board of Water Supply	Vicki Kitajima	748-5151	550-9193	vkitajima@hbws.org
HART	Nicole Chapman	768-6135	768-5110	nchapman@honolulu.gov
County of Hawaii	Steve Wilhelm Sebastian Callaway	961-8440	961-8248	purchasing@hawaiicounty.gov

Jurisdiction	Name	Telephone	Fax	E-mail
Hawaii County Council	Steve Wilhelm Sebastian Callaway	961-8440	961-8248	purchasing@hawaiicounty.gov purchasing@hawaiicounty.gov
County of Hawaii- Department of Water Supply	Ka'iulani L. Matsumoto	961-8050 ext 224	961-8657	kmatsumoto@hawaiidws.org
County of Maui	Greg King	249-2403 x30	249-0839	greg.king@co.maui.hi.us
Maui County Council	Greg Garneau	270-7664	270-7686	greg.garneau@mauicouunty.us
County of Maui- Department of Water Supply	Kenneth L. Bissen Holly Perdido	270-7684 270-7684	270-7136 270-7136	ken.bissen@co.maui.hi.us holly.perdido@co.maui.hi.us
County of Kauai	Ernie Barreira	241-4295	241-6297	ebarreira@kauai.gov
Kauai County Council	Lisa Ishibashi Scott Sato	241-4820 241-4810	241-6349 241-6349	lishibashi@kauai.gov ssato@kauai.gov
County of Kauai- Department of Water	Marcelino Soliz	245-5470	245-5813	msoliz@kauaiwater.org

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 PUBLISHER FOR NEWSPAPER PUBLICATION SERVICES FOR OAHU, MOLOKAI AND LANAI:

Governmental agencies 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.

PLACING OF ORDERS must be per the required deadlines for each newspaper. See Contractor's information sheet on page 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 hand delivered, fax or email to the Contractor.

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.

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. 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 PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Price List Contract No. 15-08. *No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this 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. 15-08 shall be typed on purchase orders issued against this price list contract. For pCard purchases, the *SPO PL Contract No. 15-08* 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* on 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
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, 2018 to June 30, 2020.

Type of Ad	Monday – Friday	Saturday	Sunday
Legal Ad with or w/o graphics	\$32.00	\$32.00	\$42.50
Retail Ad with or w/o graphics	\$48.75	\$48.75	\$59.25
Classified Ad with or w/o graphics	\$51.00	\$51.00	\$70.00
First Affidavit: No Charge, Additional Affidavit: \$29.00 each; One Color, Two Color, Full Color: \$24.25 per inch. Cancelled ads in which proof were made: No Charge. Price to run in Affiliated Mailer (Shopper): \$73.00 per inch. Price to place ad online (pick-up from printed ad posting): No Charge.			

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

Contacts:

Name: Lisa Kaukani, Account Executive	Name: Rose Rosales, Account Executive
Phone: (808) 529-4344	Phone: (808) 529-4825
Fax: (808) 529-4829	Fax: (808) 529-4829
Email: lkaukani@staradvertiser.com	Email: rrosales@staradvertiser.com

For urgent jobs: (808) 348-7159

Deadlines for Submission:

Three working days prior to publication date. Deadlines are moved up one day during holidays. Last minute ads may be accepted one working day prior to publication.

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

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

TRANSMITTAL

ORDER FORM

FOR

HONOLULU

STAR-ADVERTISER

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

Submit your request by fax: 808 529-4829, email: 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) _____