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STATE PROCUREMENT OFFICE

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March 19, 2019

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: Sarah Allen, Administrator 

SUBJECT: **NEW PRICE LIST CONTRACT**
 SPO Price List Contract No. 19-10
 PUBLICATION OF PUBLIC NOTICES – KAUAI, MAUI, HAWAII
 IFB-19-004-SW
 Expires: March 31, 2021

This is a new State Procurement Office (SPO) Price List Contract for Publication of Public Notices on Kauai, Maui and Hawaii, effective April 1, 2019. SPO PL 19-10 replaces SPO Price List Contract No. 14-04.

The price list contract 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 matthew.m.chow@hawaii.gov.

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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 19-10
Replaces SPO PL Contract No. 14-04
Effective: 04/01/2019

Newspaper Publication – Kauai, Maui, Hawaii
(IFB-19-004-SW - The Maui News, The Garden Island, West Hawaii Today,
Hawaii Tribune-Herald)
April 1, 2019 to March 31, 2021

GENERAL INFORMATION. This price list contract is issued on behalf of the State Comptroller, who pursuant to HRS §1-28.5 shall determine a publication(s) for the public to view a governmental agency’s 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 Kauai, Maui, Hawaii (West) and Hawaii (East).

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 Kauai, Maui, Hawaii (West) and Hawaii (East).

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 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* at the home page.

When the price list contract is not used, HRS chapter 103D and the procurement rules apply to purchases by using the applicable method of procurement 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 (Includes Charter Schools)	Procurement Staff	675-0130	675-0133	doeprocure@notes.k12.hi.us
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
HHSC	Jeff Dansdill	657-3721		jedansdill@hhsc.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.state.hi.us
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	bfsprocuring@honolulu.gov
Honolulu City Council	Kimberly Ribellia Nanette Saito	768-5084 768-5085	768-5011	kribellia@honolulu.gov nsaito@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	Sebastian Callaway Steve Wilhelm	961-8440	961-8248	purchasing@hawaiicounty.gov
Hawaii County Council	Sebastian Callaway Steve Wilhelm	961-8440	961-8248	purchasing@hawaiicounty.gov

Jurisdiction	Name	Telephone	Fax	E-mail
County of Hawaii- Department of Water Supply	Ka'iulani L. Matsumoto	961-8050 ext 224	961-8657	kmatsumoto@hawaiiidws.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@mauicounty.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).

AUTHORIZED NEWSPAPER CONTRACTORS LISTED ON THIS PRICE LIST CONTRACT:

Island	Newspaper
Oahu Publications - Kauai	The Garden Island
Maui Publishing Company - Maui	The Maui News
Oahu Publications - Hilo - East Hawaii	Hawaii Tribune-Herald
Oahu Publications - Kona -West Hawaii	West Hawaii Today

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 purchase procurement to obtain quotes from any available newspaper publication that will meet your agency public notice requirements.

PLACING OF ORDERS must be per the required deadlines for each newspaper. See each Contractor information sheet.

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.

Transmittal/Order Form for The Garden Island, The Maui News, West Hawaii Today and The Hawaii Tribune-Herald shall be completed and emailed or faxed to the publisher. The forms are available at the end of this price list contract.

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

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 transactions made on the islands of Oahu and Kauai, and at the current 4.25% rate for the island of Hawaii, and at the current 4% for transactions made on the islands of Maui, Molokai, and Lanai. 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. 19-10. *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. 19-10 shall be typed on purchase orders issued against this price list contract. For pCard purchases, the *SPO PL Contract No. 19-10* 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 addressing concerns on this price list contract, is available to the 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 Lists Contracts* on the home page.

ISLAND OF MAUI

Primary Contractor: Maui Publishing Co., Limited

Name of Newspaper: The Maui News

Frequency of Publication: Daily (Monday through Sunday, morning paper)

Column Width: Legal – 1.020”
Retail – 1.500”
Classified – 1.020”

Pricing: April 1, 2019 to March 31, 2021

Minimum Size: One column inch

Prices based on one column width/1 inch height:

Type of Ad	Monday – Friday	Saturday	Sunday
Legal Ad with or w/o graphics	\$13.30	\$13.30	\$13.30
Retail Ad with or w/o graphics	\$19.85	\$19.85	\$19.85
Classified Ad with or w/o graphics	\$13.30	\$13.30	\$13.30

Affidavit charges: No charge for first affidavit; \$15.00 per additional

Issue PO & Remittance To: Maui Publishing Company, Limited
P.O. Box 550
Wailuku, HI 96793

Contacts:

To place a classified or legal ad or for ad quotes, contact:
Kamery Lee, Classified Advertising Sales Representative
Ph. (808) 242-6375/Fax: (808) 242-6389/Email: klee@mauinews.com or e-mail: class@mauinews.com

To place a retail ad or for ad quotes, contact:
Rhonda Kurohara, Retail Advertising Sales Representative
Ph. (808) 242-6316/Fax: (808) 242-6390/Email: adsales@mauinews.com

To contact the managing supervisor, contact:
Karen Saka, Asst. Advertising Manager
Ph. (808) 242-6352/Fax: (808) 242-6390/Email: ksaka@mauinews.com

For urgent jobs: (808) 242-6375, Kamery Lee

Deadlines for Submission:

Classified Display:	Classified Legal Ads:	Retail Ads:
No proof-2 business days prior to publication, 12 p.m.	2 business days prior to publication, 12 p.m.	4 business days prior to publication, 9 a.m.; except for Sunday, which is 5 business days prior to publication
Proof-4 business days prior to publication, 2 p.m.		

Deadlines are advanced before holidays observed by The Maui News. Call your sales rep for details.

Other services:

- *Price for 1-color – \$10.00 pci for retail, \$8.00 pci for legal/classified.
- *Price for 2-color – \$10.00 pci for retail, \$8.00 pci for legal/classified
- *Price for multi-color – \$10.00 pci for retail, \$8.00 pci for legal/classified
- *Price for cancelled ads in which proofs were made: 20% of total ad cost.
- *Price to run affiliated mailers (Shopper): Varies, call sales rep for details.
- *Online ads: Call sales rep for details.

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

ISLAND OF KAUAI

Primary Contractor: Oahu Publications, Inc.
Name of Newspaper: The Garden Island
Frequency of Publication: Daily (Monday through Sunday, morning paper)
Pricing: April 1, 2019 to March 31, 2021
Column Width: Legal – 0.895”
 Retail – 1.513”
 Classified – 0.895”
Minimum Size: One column inch

Prices based on one column width/1 inch height:

Type of Ad	Monday – Friday	Saturday	Sunday
Legal Ad with or w/o graphics	\$13.75	\$13.75	\$13.75
Retail Ad with or w/o graphics	\$16.25	\$16.25	\$16.25
Classified Ad with or w/o graphics	\$13.75	\$13.75	\$13.75

Affidavit charges: No charge for first affidavit, \$25.00 per additional affidavit.

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

Contacts:

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

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

For urgent jobs: (808) 348-7159

Deadlines for Submission:							
Deadline for submission of advertising orders and materials is 4 working days prior to the date of the publication. Weekends and holidays are not working days. Deadlines for affiliate mailers may vary, call for details.							
Day of pub	Sun	Mon	Tue	Wed	Thur	Friday	Saturday
Deadline 12p.m. Noon	Tue	Tue	Wed	Thurs	Fri	Mon	Tue

Other services:

- *Price for 1-color - \$8.00 per column inch *Price for 2-color – \$8.00 per column inch *Price for 2-color – \$8.00 per column inch
- *Price for cancelled ads in which proofs were made – 50% of the cost of the ad
- *Online posting of ad in print - no charge
- *Price to run in affiliated mailers (shopper)– (Kauai Midweek) \$18.00 per column inch
- *Run of Site online advertising - \$15 PCM

Include all applicable taxes, except the GET, currently 4.5% for all sales made on the island of Kauai. 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

THE GARDEN ISLAND

THE MAUI NEWS

WEST HAWAII TODAY

HAWAII TRIBUNE-HERALD

**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: West Hawaii Today PO# _____
 Hawaii Tribune Herald 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) _____

**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: The Garden Island 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) _____