

JOSH B. GREEN, M.D.  
GOVERNOR  
KE KIA'AINA



BONNIE KAHAKUI  
ACTING 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](mailto:state.procurement.office@hawaii.gov)  
<http://spo.hawaii.gov>  
Twitter: [@hawaiispo](https://twitter.com/hawaiispo)

March 1, 2024

TO: Executive Departments/Agencies  
Department of Education  
School Facilities Authority  
Hawaii Health Systems Corporation  
Office of Hawaiian Affairs  
University of Hawaii  
Public Charter School Commission and Schools  
House of Representatives  
Senate  
Judiciary

City and County of Honolulu  
Honolulu City Council  
Honolulu Board of Water Supply  
Honolulu Authority for Rapid Transportation  
County of Hawaii  
Hawaii County Council  
County of Hawaii-Department of Water Supply  
County of Maui  
Maui County Council  
County of Maui-Department of Water Supply  
County of Kauai  
Kauai County Council  
County of Kauai – Department of Water

FROM: Bonnie Kahakui, Acting Administrator *Bonnie A. Kahakui*

SUBJECT: **Change No. 4**  
SPO Price List Contract No. 20-05  
**PUBLICATION OF PUBLIC NOTICE – OAHU, MOLOKAI, LANAI**  
IFB-20-001  
**Expires: March 31, 2025**

The following changes are made to the price list contract:

1. The contract for Oahu Publications, Inc. is extended to March 31, 2025.
2. The point of contact for the County of Kauai – Department of Water is updated.
3. The County of Maui's State GET and County Surcharge are updated.

The current price list contract incorporating Change No. 4 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](mailto:matthew.m.chow@hawaii.gov).

## TABLE OF CONTENTS

General Information / Participating Jurisdictions.....	3-4
Points of Contact / Nonprofit Organizations / Vendor Codes / pCard.....	4-5
PO / Payments .....	5
GET / Compliance / SPO-012 / Placing of Orders .....	6
Transmittal Order Form / Other Services / Internet Posting.....	7
Affiliated Mailers / Proof / Confirmation Notice / Affidavit of Publication / Unit Price .....	7
Exception to the Price List Contract.....	8
Vendor Contact Information	
Oahu Publications, Inc. (Honolulu Star-Advertiser) .....	9
Transmittal Order Form .....	10
Honolulu Star-Advertiser	

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Price List Contract No. 20-05**  
Replaces SPO PL Contract No. 15-08  
Includes Change No. 4  
Effective: 03/01/2024

**THIS SPO PRICE/VENDOR LIST CONTRACT IS FOR AUTHORIZED BUSINESS ONLY**

**Publication of Public Notices – Oahu, Molokai, Lanai**

(IFB-20-001)

**July 1, 2020 to March 31, 2025**

**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                      | 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.

**POINTS 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	<a href="mailto:matthew.m.chow@hawaii.gov">matthew.m.chow@hawaii.gov</a>
DOE	Procurement Staff	675-0130	675-0133	<a href="mailto:G-OFS-DOE-Procurement@k12.hi.us">G-OFS-DOE-Procurement@k12.hi.us</a>
HHSC	Nancy Delima	359-0994	n/a	<a href="mailto:ndelima@hhsc.org">ndelima@hhsc.org</a>
OHA	Christopher Stanley	594-1833	594-1865	<a href="mailto:chriss@oha.org">chriss@oha.org</a>
UH	Karlee Hisashima	956-8687	956-2093	<a href="mailto:karlee@hawaii.edu">karlee@hawaii.edu</a>
Public Charter School Commission and Schools	Danny Vasconcellos	586-3775	586-3776	<a href="mailto:danny.vasconcellos@spsc.hawaii.gov">danny.vasconcellos@spsc.hawaii.gov</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	Tritia Cruz	538-5805	538-5802	<a href="mailto:tritia.l.cruz@courts.hawaii.gov">tritia.l.cruz@courts.hawaii.gov</a>
Honolulu City and County (C&C)	Procurement Specialist	768-5535	768-3299	<a href="mailto:bfspurchasing@honolulu.gov">bfspurchasing@honolulu.gov</a>
Honolulu City Council	Kendall Amazaki, Jr.	768-5084	n/a	<a href="mailto:kamazaki@honolulu.gov">kamazaki@honolulu.gov</a>
Honolulu City Council	Nanette Saito	768-5085	768-5011	<a href="mailto:nsaito@honolulu.gov">nsaito@honolulu.gov</a>
Honolulu Board of Water Supply	Procurement Office	748-5071	n/a	<a href="mailto:fn_procurement@hbws.org">fn_procurement@hbws.org</a>
HART	Dean Matro	768-6246	n/a	<a href="mailto:dean.matro@honolulu.gov">dean.matro@honolulu.gov</a>
County of Hawaii	Diane Nakagawa	961-8440	n/a	<a href="mailto:Diane.Nakagawa@hawaiicounty.gov">Diane.Nakagawa@hawaiicounty.gov</a>
Hawaii County Council	Diane Nakagawa	961-8440	n/a	<a href="mailto:Diane.Nakagawa@hawaiicounty.gov">Diane.Nakagawa@hawaiicounty.gov</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>
County of Maui	Jared Masuda	463-3816	n/a	<a href="mailto:jared.masuda@co.maui.hi.us">jared.masuda@co.maui.hi.us</a>
Maui County Council	Marlene Rebugio	270-7838	n/a	<a href="mailto:marlene.rebugio@mauicounty.us">marlene.rebugio@mauicounty.us</a>

Jurisdiction	Name	Telephone	FAX	E-mail
County of Maui - Department of Water Supply	Kenneth L. Bissen	270-7684	270-7136	<a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@co.maui.hi.us</a>
County of Kauai	Ernest Barreira	241-4295	241-6297	<a href="mailto:ebarreira@kauai.gov">ebarreira@kauai.gov</a>
Kauai County Council	Codie Tabalba	241-4193	241-6349	<a href="mailto:ctabalba@kauai.gov">ctabalba@kauai.gov</a>
County of Kauai - Department of Water	Christine Erorita	245-5409	245-5813	<a href="mailto:cerorita@kauaiwater.org">cerorita@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).

**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.

**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. 20-05** shall be typed on purchase orders issued against this price list contract. For pCard purchases, the *SPO PL Contract No. 20-05* 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.

**STATE GENERAL EXCISE TAX (GET) AND COUNTY SURCHARGE** shall not exceed the following rates if seller elects to pass on the charges to its customers.

COUNTY	COUNTY SURCHARGE TAX RATE	STATE GET	MAX PASS-ON TAX RATE	EXPIRATION DATE OF SURCHARGE TAX RATE
C&C OF HONOLULU	0.50%	4.0%	4.7120%	12/31/2030
HAWAII	0.50%	4.0%	4.7120%	12/31/2030
COUNTY OF MAUI (including Molokai and Lanai)	0.50%	4.0%	4.7120%	12/31/2030
KAUAI	0.50%	4.0%	4.7120%	12/31/2030

The GET or use tax and county surcharge may be added to the invoice as a separate line item and shall not exceed the current max pass-on tax rate(s) for each island.

County surcharges on state general excise (GE) tax or Use tax may be visibly passed on but is not required. For more information on county surcharges and the max pass-on tax rate, please visit the Department of Taxation’s website at <http://tax.hawaii.gov/geninfo/countysurcharge>.

**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. 20-05. *No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this contract.*

**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.

**PLACING OF ORDERS** must be per the required deadlines for each newspaper. See Contractor’s information sheet on page 8.

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.

**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.

**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. Governmental agencies are advised to add tax amount to their purchase order total.

**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.



**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

<b>Prices based on one column width/1 inch height for the period <i>July 1, 2022 to March 31, 2025.</i></b>			
<b>Type of Ad</b>	<b>Monday – Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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 Sakakida, Account Executive	Name: Rose Rosales, Account Executive
Phone: (808) 529-4344	Phone: (808) 529-4825
Fax: (808) 529-4898	Fax: (808) 529-4898
Email: <a href="mailto:lsakakida@staradvertiser.com">lsakakida@staradvertiser.com</a>	Email: <a href="mailto:rrosales@staradvertiser.com">rrosales@staradvertiser.com</a>

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	Tuesday, 12:00 p.m.	Thursday	Friday, 12:00 p.m
Tuesday	Wednesday, 12:00 p.m.	Friday	Monday, 12:00 p.m
Wednesday	Thursday, 12:00 p.m	Saturday & Sunday	Tuesday, 12:00 p.m

Include all applicable taxes, except the GET. 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](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) \_\_\_\_\_