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STATE OF HAWAII
STATE PROCUREMENT OFFICE

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 587-4700 · Fax: (808) 587-4703
www.spo.hawaii.gov

March 22, 2006

TO: Executive Branch agencies
Department of Education
University of Hawaii
Office of Hawaiian Affairs
Hawaii Health Systems Corporation
Judiciary
Senate
County of Hawaii
Hawaii County Council
Hawaii Dept. of Water Supply
County of Maui
Maui County Council
Maui Dept. of Water Supply
County of Kauai

FROM: Russ K. Saito
State Comptroller

SUBJECT: **Change No. 2**
SPO Price List No. 06-12 (Oahu only)
Statewide Publication of Public and Procurement Notices – Oahu Only
Expires 2/28/07
RFP-06-020-O

The following changes are made to the price list:

1. **ADD** to I. GENERAL INFORMATION, SECTION C. **PLACEMENT OF NOTICES,** the following paragraph:

   If an ad is run concurrently in another publication, at minimum the agency shall include in the Contractor's ad the essential information statutorily required, and any other information such as purpose, date, time, location, contact name and phone number to inform the public of the intent of the public notice.

2. **ADD** to II. INSTRUCTIONS ON THE USE OF THIS PRICE LIST, SECTION I. **COLOR,** the following sentence:

   Ads must be at least 10 column inches total, ie. 2x5 to qualify for color requests.

The current price/vendor list incorporating Change No. 2 is available on the SPO website: www.spo.hawaii.gov; click on "Price List and Vendor List" accessible from both the **Awards** and the **Procurement of Goods, Services, and Construction - Chapter 103D, HRS** menus. At the search screen, enter the List Title.

Should you have any questions, Donn Tsuruda-Kashiwabara can be contacted at 586-0565, fax 586-0570, or donna.tsuruda-kashiwabara.

STATE OF HAWAII
STATE COMPTROLLER
AND
STATE PROCUREMENT OFFICE

SPO Price List No. 06-12
Replaces SPO PL No. **02-31 (Oahu only)**
Includes Change Nos.**1 & 2**
Revised **March 22, 2006**

STATEWIDE PUBLICATION OF PUBLIC AND PROCUREMENT NOTICES-OAHU ONLY

(RFP-06-020-O)
March 1, 2006 to February 28, 2007

I. GENERAL INFORMATION

This price list is issued jointly by the **State Comptroller** and the **State Procurement Office** for the island of Oahu only. **For publication of public and procurement notices on all other islands, reference SPO PL-02-31.**

A. PUBLIC NOTICES.

The State Comptroller, pursuant to §1-28.5 and chapter 103D, Hawaii Revised Statutes (HRS), has determined that a "government agency," when it decides to publish its public notices, 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.

B. PROCUREMENT NOTICES.

Chapter 103D and 103F HRS, procurement notices shall be posted on the Internet and may be placed in the newspapers at the option of the department or agency. However, if a government agency decides to publish its procurement notices in the newspaper, the following purchasing jurisdictions are mandated to use this price list and its terms:

- Executive
- Department of Education
- University of Hawaii
- Office of Hawaiian Affairs
- Hawaii Health Systems Corporation
- Judiciary
- Senate
- County of Hawaii
- Hawaii County Council
- Hawaii Dept. of Water Supply
- County of Maui
- Maui County Council
- Maui Dept. of Water Supply
- County of Kauai

- House of Representatives
- City and County of Honolulu
- Honolulu City Council
- Kauai County Council
- Kauai Dept. of Water
- Honolulu Board of Water Supply

C. **PLACEMENT OF NOTICES** such as a recruitment notice, in competing publications in addition to that placed with the Star Bulletin is permissible on a concurrent basis. Should it become necessary to "re-run" the notice after the deadline for response submittals, the "re-run" would be considered a new notice. If an agency determines a wider circulation is necessary, the agency shall again be required to run the notice in the Star Bulletin with any other competing publications.

If an ad is run concurrently in another publication, at minimum the agency shall include in the Contractor's ad the essential information statutorily required, and any other information such as purpose, date, time, location, contact name and phone number to inform the public of the intent of the public notice.

D. **POINTS OF CONTACT.** Direct questions on the services listed to the Honolulu Star Bulletin.

Public Notices, Chapter 103D and Chapter 103F Procurement Notices. Direct questions or concerns as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Donn Tsuruda-Kashiwabara	586-0565	586-0570	donna.tsuruda-kashiwabara@hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	connie_chun/PROCURE/HIDOE @notes.k12.hi.us
UH	Gwen Won	956-8687	956-2093	gwon@hawaii.edu
OHA	Ernest Kimoto	594-1954	594-1865	erniek@oha.org
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state .hi.us
Senate	Paul T. Kawaguchi	586-6720	586-6719	senclk@capitol.hawaii.gov
House	Patricia Mau Shimizu	586-6400	586-6401	adele@capitol.hawaii.gov
Honolulu City and County	Mike Hiu	527-5669	523-4771	mhiu@honolulu.gov
Maui County	Greg King	270-7488	270-7138	Greg.king@co.maui.hi.us
Kauai County	Florence Kakuda	241-6294	241-6297	fkakuda@kauaigov.com
Hawaii County	Gilbert Benevides	961-8231	961-8248	Gil_benevides@co.hawaii.hi.us
Honolulu Council	Clayton Wong	527-5654	523-4220	cwong@honolulu.gov
Maui Council	Martha Suzuki	270-7661	270-7686	Martha.Suzuki@mauicounty.us

Jurisdiction	Name	Telephone	FAX	E-mail
Kauai Council	Peter Nakamura	241-6371	241-6349	pnakamuar@kauaigov.com
Hawaii Council	Bill Gray	961-8231	961-8248	Gil_benevides@co.hawaii.hi.us
Honolulu Board of Water Supply	Procurement Staff	748-5000	550-9193	ContactUS@hbws.org
Kauai Depart. Of Water Supply	Clarita M. Remigio Fay Tateishi	245-5423 245-5426	245-5813 245-5813	cremigio@kauaiwater.org ftateishi@kauaiwater.org
Hawaii Depart. Of Water Supply	Craig Shimabukuro	961-8020	961-8031	cshimabukuro@hawaiidws.org

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

Executive branch agencies, shall submit SPO Form 5A, "Request for Authorization to Purchase Outside of the Price List for Statewide Publication of Public Notice" to the State Comptroller, c/o the State Procurement Office, FAX No. (808) 586-0570. Agencies of other purchasing jurisdictions, including the University of Hawaii, the Department of Education, and the Office of Hawaiian Affairs, follow procedures established by your Chief Procurement Officer.

SPO Form 5A is available on the SPO website: www.spo.hawaii.gov, click on "Forms For State Agencies".

F. **CONTRACTOR:**

Honolulu Star Bulletin

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.

SPO PL NO. 06-12 must be typed on purchase orders issued against this price list.

II. INSTRUCTIONS ON THE USE OF THIS PRICE LIST

A. **HOW TO MEET LEGAL REQUIREMENTS FOR COUNTYWIDE OR STATEWIDE PUBLICATION.** Countywide publication of notices, excluding Chapter 103D and 103F procurement notices only, shall be met by placing the notice in the local newspaper for that county or island. Statewide publication of notices, excluding Chapter 103D and 103F procurement notices only, shall be met by placing the notice in all five (5) island/county newspapers.

B. **TYPES OF NOTICES.** Public notices shall be in the form as follows:

1. Single line ad for placement in "Government Section"
2. Single line ad with graphics for placement in the "Government Section"
3. Single line ad with for placement in section other than "Government Section"
4. Single line ad with graphics for placement in section other than "Government Section"
5. Single display ad for placement in "Government Section"
6. Single display ad with graphics for placement in "Government Section"
7. Single display ad for placement in section other than "Government Section"
8. Single display ad with graphics for placement in section other than "Government Section"

Display type is an ad that is surrounded by boarders.

C. **FONT SIZE.** Standard font size will be 7.5 point ITC Franklin Gothic Medium Condensed. Contractor can accommodate and alter standard by request.

D. **COST.** The unit price is the cost of a single column width per inch and does not include the 4% Hawaii General Excise tax, which agencies are advised to add to their purchase order total. Refer to Attachment A for the unit price and the size of the column width.

E. **PLACING OF ORDERS.**

Orders must be place three (3) business days before the desired publication date. Orders may be placed with the Contractor via the following options:

1. **Fax.** Fill out a hard copy of the Ad Request Form (blank form attached) and fax it to the Honolulu Star Bulletin's Legal department with a HARD copy of the ad text. Fax number is 529-4829.

2. **E-mail.** E-mail order to: legals@starbulletin.com. Attach all ad text in the body of the e-mail or as an attachment. The Contractor accepts MS Word, WordPerfect, PDF, TIFF, JPEG, winmail, and text files.

3. **On-line Order Form via SPO Website.** To use on-line ordering, agencies shall obtain a login and password using the following steps:

   At the State Procurement Office (SPO) homepage at http://www.spo.hawaii.gov/, click on "SPO" at Contact Information. This will take you to your e-mail program.

   - On the "Subject" line, type in:
     "Public Notice on-line form login/password".

- In the message area, provide the user information as follows:
  First Name:
  Last Name:
  Department / Division / Office:
  E-mail address (if different from sender of this e-mail):
  Telephone number:
  Login* (max. 10 alpha / numeric characters):
  Password* (max. 20 alpha / numeric characters):
  *Assign / create a login and password for the user.
- Send the e-mail.
- Notification of activation of login and password will be via e-mail.
- If your agency personnel currently has a login / password for other data entry (e.g. Act 141 – Professional Services of Procurement Notices System), the same login / password may be used. Please notify SPO via e-mail to activate for the Public Notice On-line form.

To login, go to SPO's homepage at www.spo.hawaii.gov/. Click on "Quick Links," State/County Public Notices. Then, click on Public Notices Order Form Log-in. Login with your log-in ID and order password.

For orders to be placed on Oahu only, click the link to Star Bulletin. This will take you to the State of Hawaii Government Notices Section at the Star Bulletin website.

For orders, which require placement of ad on Oahu and one or more islands, select by checking the desired boxes. Fill out all other information as requested. Your order will be e-mailed to the corresponding newspapers.

Agencies that require contractors to publish notices in the newspaper (e.g. Notice of Road Closures, etc.) shall ensure that contractors' notices are placed in the State/County Government Notices section of the newspaper. The newspapers are not required to publish the contractors notices at the price list price. The Contractors may place notices directly with the newspapers on-line by using the following logon and password:

Logon: contractor
Password: govnotice

4. **PDF Order Form.** Download a PDF order form from the Contractor's website: www.starbulletin.com/placelegals/. The form may be filled out using Adobe Acrobat then sent to the Contractor via FAX or e-mail.

5. **AdStar:** (http://ads.starbulletin.com) The AdStar system is available to all approved agencies for creating and submitting notices to the Contract (see Templates). Each agency will have a username and password to log into the system. AdStar "wizards" will step you through the process of creating and placing ads online.

6. **Rush Orders.** For rush orders (less than 3 business days to publication), please call the Contractor directly at 529-4944. For emergencies outside of business hours, contact Casey at 225-8292.

F. **GRAPHICS AND LOGOS.** Contractor has maintained a store of all graphics and logos used by State and City & County agencies within the past two years. Contractor will accept new logos, pictures and graphics and keep them on file for future use.

G. **TEMPLATES.** Electronic templates are available via Contrator's online ad creation system – AdStar. Once you have logged in and entered the Contractor's website, you will be able to create and design your ad by inputting data and graphics that can be previewed for final edit prior to placing an order. Completed online ads will be saved in PDF format.

Thousands of pre-made classified ad templates will be available. Contractor shall also provide customized templates upon request. An extensive online library of clip art and government logos will be available.

H. **PROOF/AD CONFIMATION.** Proof via fax or e-mail will be sent with EVERY ad request received. Each ad will be thoroughly proofread prior to being to agency for approval. If revisions are required, the ad is redrafted and a new proof is resubmitted to agency. Proofs will also be generated for ads created via AdStar.

Proofs are sent to agencies with two printed copies. One proof of the actual size of the ad, and one enlarged to 150% for easy reading.

Contractor shall provide a "Proof/Ad Confirmation" for every ad request submitted prior to publication. All proofs must be approved by ordering agency before authorizing P-card charges.

I. **COLOR.** Price for 1-color is $5.00 per column inch. Price for 2-colors is $10.00 per column inch. Price for multi-color is $10.00 per column inch.

Ads must be at least 10 column inches total, ie. 2x5 to qualify for color requests.

J. **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.

K. **PLACEMENT OF NOTICE:**

Newspaper. Contractor shall propose section placement of specific notices for each ad request in addition to standard "Government Notices" classified section. Agency will be informed via "Proof/Ad Confirmation" unless otherwise instructed.

Contractor will also give agencies the opportunity and option to place the same ad in additional sections.

- Main News (i.e. Sports, Business, Today, etc.)
- Government Notices (Classified Section, within "Legals" environment)
- Employment (Outside of "State/City & County Jobs")

See Contractor's website for classification list.

Internet Posting. In addition to publication in the newspaper, the same notice will be posted on the internet accessible at www.governmentnotices.state.hi.us. Public and Procurement notices shall be posted on the Internet no later than 12 a.m. of the first day it is published in the newspaper. Public notices will be posted on the Internet for one (1) week, unless otherwise specified by the requesting agency. Procurement notices shall remain posted on the Internet until the deadline for receipt of offers. Allowance will be made for extensions of the posting beyond the 10- and 30-day windows upon request.

L. WEBSITE. The URL for public and procurement notices is www.starbulletin.com/legals, which contains a link to the State's Hawaii.gov website. The Contractor's website shall have a "Government Section" link on its main left hand navigation bar, which links to Government notices. MidWeek.com will also contain a link to a "Government Section." Searches may be made by department, ad type and date.

Contractor shall provide universal page format, i.e. Adobe Acrobat and/or PDF hyperlink for a downloadable universal, readable printed version for each notice.

M. AFFIDAVIT OF PUBLICATION.

a) **Public Notices**. Specify the number of affidavit(s) of publication required on the Order Form. The first affidavit is free of charge, however, there is a $5 per additional copy. Affidavit will be sent out within 1-2 calendar days from the ad's last publication date. Copies of the affidavit will be sent within 1-7 days of receipt of request.

b) **Procurement Notices**.Chapter 103D Procurement Notices, effective July 1, 2003, Chapter 103F Procurement Notices, effective January 23, 2006, and when at the option of the department or agency a procurement notice is published under this price list, an affidavit of publication will not be issued by the newspaper and is not required.

However, the SPO Form-20, "Statement of Attestation for Internet Posting," available at http://www4.hawaii.gov/bidapps/ (click on "Procurement Notices Log-in"), will be required for Chapter 103D and Chapter 103F procurement notices. As explained in Procurement Circular No. 2003-04, available on the SPO website: www.spo.hawaii.gov (click on "Procurement Circular" for Chapter 103D), all procurement notices must be posted on the Internet; therefore, proof of the posting in the form of SPO Form-20 is required.

N. INVOICES. An invoice shall be generated with purchase order reference. If an ad is pre-paid, payment receipt is printed. Notarized affidavit and invoice and/or receipt are mailed together.

III. PRICE LIST AVAILABLE ON THE INTERNET. The price list is available at the SPO website: www.spo.hawaii.gov."Click" on Price List and Vendor List in either the Procurement of Goods, Services and Construction - Chapter 103D, HRS or the Awards menu.

RUSS K. SAITO
State Comptroller

AARON S. FUJIOKA
Administrator

Attachments: Attachments A
Ad Request Form
Ordering Procedures

ISLAND OF OAHU

Newspaper:	***Honolulu Star Bulletin***
Frequency of publication:	Daily (Monday through Friday, afternoon paper; Saturday and Sunday, morning paper)
Unit price:	**$9.75 per single column inch per insertion** based on a single column width measuring 1-1/8" for any type of ad.
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., Suite 7 Honolulu, HI 96813

CUSTOMER SERVICE TEAM AVAILABLE MONDAY THROUGH FRIDAY, 7:00 A.M. TO 6:00 P.M. HST.

Main Contact person:	Casey Asuncion: casey@starbulletin.com
Alternate Contact person:	Liz Briscoe: Elizabeth@starbulletin.com
Telephone:	(808) 529-4344
Fax:	(808) 529-4826
E-mail:	legals@starbulletin.com

CUSTOMER SERVICE REPRESENTATIVES ALSO AVAILABLE ON SATURDAYS FROM 8:00 A.M. TO 12:00 P.M. AT 529-4800.

EMERGENCY NUMBER FOR URGENT REQUESTS AT 225-8292.

Deadline for submittal of order:

Due Days and Time for the Days of Publication:

LAST DAY TO SUBMIT AD REQUEST

Day of Publication:	M	T	W	TH	F	Sat.	Sun.
Due on:	W	TH	F	M	T	W	W
Time:	**5:00 PM** for all deadlines						

LAST DAY TO SUBMIT APPROVED PROOF

Day of Publication:	M	T	W	TH	F	Sat.	Sun.
Due on:	F	M	T	W	TH	F	F
Time:	**4:00 PM** for all deadlines						

Ad Request Form

Legal Advertising Department
500 Ala Moana Blvd • 7 Waterfront Plaza • Suite 500 • Honolulu, HI 96813
Phone (808) 529-4344 • Fax (808) 529-4829 • Emergency Line (808) 225-8292

****Please attach all hard copies of your ad text to this form, or email your ad text to legals@starbulletin.com****

Contact Name: _____

Phone:_____ **Fax:**_____ **Email:**_____

Complete Billing Address: _____

_____

Department:_____ **Agency:**_____

Type of Notice (Check One): ☐ Public Notice ☐ Procurement Notice

Publication Date(s): The Honolulu Star-Bulletin (Check One):_____

**Write dates next to corresponding edition

☐ Main News ☐ Sports ☐ Business ☐ Government Notices
☐ Classified Employment:_____
☐ starbulletin.com:_____

Special Instructions:_____

_____

_____

Payment Method (Check One):

☐ P-Card ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Exp: ☐☐/☐☐

- Card Holder's Name/Signature:_____
- P-Card Authorization Number:_____

☐ Purchase Order Number:_____
☐ Contact me for payment information

Affidavit of Publication:
☐ Please send one affidavit (free)
☐ Please send additional affidavits ($5/copy) Total # of Extra Affidavits Requested:_____

Proof/Ad Confirmation:
All ads submitted to the Legal Advertising Department will receive a "Proof/Ad Confirmation" Sheet **via fax** that includes price quote, publication dates, classification, and deadline information unless otherwise requested.

Ad Copy Format (Check One):
☐Fax (Hard Copy) ☐ Camera-Ready* ☐ AdStar ☐ Mail (Hard Copy)
☐ Hand-Delivery ☐ Phone-In ☐ Email

Total # of Pages (including this sheet):_____

Legal Advertising Department

500 Ala Moana Blvd • 7 Waterfront Plaza • Suite 500 • Honolulu, HI 96813
Phone (808) 529-4344 • Fax (808) 529-4829 • Emergency Line (808) 225-8292

Legal Advertising Ordering Procedures

The Honolulu Star-Bulletin prides itself on customer service on every level. We strive to make the ad request process as easy as possible for all parties involved. Please submit your request to the Honolulu Star-Bulletin Legal Advertising Department using the following ordering procedure to ensure that your advertisement is published without error.

Step 1: Order Form: Customer must fill out attached "Order Request Form" and submit via email, fax, mail, or hand delivery. Order forms will be available upon request by calling 529-4344.

Contact Name:	Enter the name of the contact person who will be named on the account as an authorized representative for the ad.
Contact Information:	Enter the phone number, fax number, email address, and complete billing address of the agency.
Department:	Enter the full department name for which the ad is being built.
Agency:	Enter the full agency name for which the ad is being built.
Type of Notice:	Check the appropriate box of the type of notice that you are placing.
Publication Dates:	Check the appropriate place where you would like the notice to appear. Next to the name of the publication, enter the dates that you would like the ad to run.
Special Instructions:	If there are any special requests or instructions, indicate what they are.
Payment Method:	Check the appropriate method with which your ad will be paid for.
Affidavit:	Indicate how many affidavits you would like to receive. (The first affidavit is free. Each original copy in excess will be $5 each).
Ad Copy Format:	Indicate how you are submitting the text of your ad.

Step 2: Attach & Send: Attach all hard copies of your ad to the order form and fax the entire packet to 529-4829. If you are emailing the ad text, send it to **legals@starbulletin.com**. You may also mail the information to the address above.

Step 3: Proof/Ad Confirmation: Once the ad is received, you will receive a call from the Legal Advertising department indicating that they have received your ad request form and that they will begin working on your ad immediately. A "Proof/Ad Confirmation" sheet will be sent to you by fax (or email if requested) as soon as your ad has been completely finished, formatted, and scheduled.

- You must review your ad, sign the "PROOF" box, and return it to the Honolulu Star-Bulletin by the deadline indicated on the Proof/Ad Confirmation. If the signed sheet is not returned by the time specified, your ad will not run on the day that you requested.
- If there are revisions or corrections to be made, indicate what they are directly on the proof form, and a new "Proof/Ad Confirmation" sheet will be submitted to you for approval.