



**STATE OF HAWAII  
OFFICE OF HAWAIIAN AFFAIRS  
560 NORTH NIMITZ HIGHWAY, SUITE 200  
HONOLULU, HAWAII 96817**

October 11, 2018

**INVITATION FOR BIDS DPM 2019-06  
KA WAI OLA PRINTING AND DISTRIBUTION  
ADDENDUM No. 01**

**CHANGE TO ATTACHMENT 1: BID OFFER FORM**

**Please use the newly included Attachment 1: Bid Offer Form** that includes the correct number of pages to be printed. See Attachment 1: Bid Offer Form, page 3, items 1-3.

The correct number of pages to be printed and bid on is **28 pages**.

**QUESTIONS & ANSWERS FOR PRE-BID CONFERENCE ON OCTOBER 9, 2018**

- 1) **Question:** Is the bid to be submitted on HiePRO?  
**Answer:** No. The solicitation was posted to the HANDS and OHA websites. There is no online submission since samples are required to be submitted with the Bid Offer form and other required documents. All bids are to be sealed and received at the OHA Reception Desk by 2:00 p.m. HST, Friday, October 19, 2018.
- 2) **Question:** How does the public request for information?  
**Answer:** All requests for government documents are required to follow the procedures set forth in the Uniform Information Practices Act (UIPA).
- 3) **Question:** How are the addresses printed on the publication? Direct printing or labels?  
**Answer:** Currently, addresses are printed directly onto the publication. For your bid, please include the method you would recommend that is the most cost-effective.
- 4) **Question:** Are the names on the Distribution List for the neighbor islands the only ones?  
**Answer:** The first page of the Distribution List includes all the neighbor island distribution points that require ground delivery.

- 5) **Question:** Are the distribution boxes already in their stated locations?  
**Answer:** Yes, the boxes are there.
- 6) **Question:** Is there a possibility of increasing the Contract price to account for new tariffs?  
**Answer:** Yes. Item 20.a. Adjustments of price or time of performance on page 17 of the General Conditions provides information on requesting for an increase in Contract price.
- 7) **Question:** Given the volatility and uncertainty of paper pricing due to trade and tariff restrictions, is there any leeway to the 5-year contract term?  
**Answer:** Yes. Item 20.a. Adjustments of price or time of performance on page 17 of the General Conditions provides information on requesting for an adjustment to the Contract time of performance.
- 8) **Question:** How is the Ka Wai Ola publication being shipped to neighbor islands?  
**Answer:** Currently, the Contractor uses their existing circulation services. Subcontractors can participate and shall be included in your bid.
- 9) **Question:** The IFB states that the mailers have to be in homes by the 5<sup>th</sup> of each month. Is this day flexible?  
**Answer:** Once the Contract is awarded, the OHA Administrator will work with the Contractor to finalize a print schedule that will allow Ka Wai Ola to be received by all subscribers and delivered to drop off locations by the 5th. The vendor is expected to make the publication printing and distribution a priority to meet the distribution deadline of the 5<sup>th</sup> of each month.

**ATTACHMENT 1: BID OFFER FORM**

**IFB DPM 2019-06**

**Ka Wai Ola Printing and Distribution**

Office of Hawaiian Affairs  
ATTN: Miki Cachola Lene  
560 N. Nimitz Highway, Suite 200  
Honolulu, Hawai'i 96817

Aloha kākou:

We, the undersigned, have carefully read and understand the terms and conditions specified in the IFB DPM 2019-06 and related attachments by reference made a part hereof and available upon request and hereby submit the following offer to perform the work specified herein, in accordance with the true intent and meaning thereof.

The undersigned understands and agrees that by submitting this offer, he/she is declaring the offer is not in violation of Chapter 84, HRS, as amended, concerning prohibited State contracts.

Respectfully submitted,

\_\_\_\_\_  
Exact Legal Name of Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Printed Name of Authorized Signer

\_\_\_\_\_  
Business Mailing Address

\_\_\_\_\_  
Title of Authorized Signer

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Contact Person regarding this bid offer

\_\_\_\_\_  
GET License

\_\_\_\_\_  
Date of GET License

\_\_\_\_\_  
GET License #

\_\_\_\_\_  
Soc. Sec or Federal I.D. #

If Bidder shown above is a “dba” or a “division” of a corporation, please furnish the exact legal name of the corporation under which the contract, if awarded, will be executed.

Bidder is:  Individual  Partnership  Corporation  Joint Venture

Registered in:  Hawai'i  Other\*: \_\_\_\_\_

\*If "Other" is checked, is the corporate seal available in Hawai'i?  Yes  No

**INSURANCE COVERAGE**

	Carrier	Policy #	Agent
1. Commercial General Liability:	_____	_____	_____
2. Worker's Compensation:	_____	_____	_____
3. Temporary Disability:	_____	_____	_____
4. Prepaid Health Care:	_____	_____	_____
5. Unemployment Insurance – State of Hawai'i I.D. Number:	_____		

If you are not required to have one or more of the above coverages, please explain below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

The Interested Bidder shall submit, along with this bid, two (2) written letters of recommendation from companies or government agencies for whom the Interested Bidder has or is providing tabloid-sized printing, distribution and subscription list management services.

Bidder: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

The following bid is hereby submitted for tabloid-sized printing, distribution and subscription list management services.

**For a 60-month Period: January 1, 2019 – December 31, 2023**

**A. Printing**

- |   | <u>Unit Bid Price</u> |
|---|-----------------------|
| 1. 58,430 copies printed in color, 28 pages<br>on <b>tabloid-sized NEWSPRINT paper</b>  | \$ _____              |
| 2. 58,430 copies printed in color, 28 pages<br>on <b>tabloid-sized paper (Option #1)</b><br><i>Please provide a sample of Option #1 paper</i> | \$ _____              |
| 3. 58,430 copies printed in color, 28 pages<br>on <b>tabloid-sized paper (Option #2)</b><br><i>Please provide a sample of Option #2 paper</i> | \$ _____              |
| 4. Additional pages   | \$ _____              |

**B. Preparing for Distribution**

- |   | <u>Unit Bid Price</u> |
|---|-----------------------|
| 5. For KWO mailing list – approximately 51,280 quarter-folded   | \$ _____              |
| 6. For OHA office – 150 strapped and skid-packed,<br>in bundles of 50   | \$ _____              |
| 7. For ground and neighbor island delivery – 7,000 strapped and skid-packed,<br>100s with turns of 50 or in bundles of 50 | \$ _____              |

**C. Distributing**

- |   | <u>Unit Bid Price</u> |
|---|-----------------------|
| 8. Ground delivery of approximately 7,000 copies<br>to designated drop off points statewide, including restocking as needed | \$ _____              |
| 9. Maintenance of plastic distribution boxes, to include cleaning,<br>removing trash, replacing windows as needed           | \$ _____              |

**D. Mailing**

	<u>Unit Bid Price</u>
10. Prep, print, affix mailing labels, as detailed in IFB DPM 2019-06	\$ _____
11. Delivery of all mailers to Main Honolulu Post Office	\$ _____

**E. Managing Master Subscriber List**

	<u>Unit Bid Price</u>
12. Additions to KWO subscription list	\$ _____
13. Deletions to KWO subscription list	\$ _____
14. Changes to KWO subscription list	\$ _____
15. Data Processing	\$ _____
16. Merge/Purge	\$ _____

**F. ADDITIONAL ASSOCIATED COSTS**

**For associated costs not previously listed on this Bid Offer Form (e.g. additional copies per thousand, inserts per thousand, etc.) but shall be included as part of your bid, please detail as separate, detailed line items below.**

	<u>Unit Bid Price</u>	<u>Per Unit</u>
17. _____	\$ _____ /	_____
18. _____	\$ _____ /	_____
19. _____	\$ _____ /	_____
20. _____	\$ _____ /	_____

Bidder: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_