

SUBSCRIPTION LIST MAINTENANCE, BULK MAILING, DELIVERY AND DISTRIBUTION  
FOR THE KA WAI OLA NEWSPAPER FOR THE OFFICE OF HAWAIIAN AFFAIRS  
QUOTATION FORM

Office of Hawaiian Affairs  
Procurement Unit  
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 RFQ DPM 2018-04 and related attachments by reference made a part hereof and available upon request; and hereby submit the following quotation to perform the work specified herein, in accordance with the true intent and meaning thereof.

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

Respectfully submitted,

\_\_\_\_\_  
Exact Legal Name of Offeror

\_\_\_\_\_  
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 quotation

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

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

\_\_\_\_\_  
Contact Person Email

\_\_\_\_\_  
Contact Person Telephone

If Offeror 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.

The following quote is hereby submitted for subscription list maintenance, bulk mailing, delivery and distribution for the Ka Wai Ola Newspaper (“KWO”) for the Office of Hawaiian Affairs.

**For the 8-month Period: November 1, 2017 – July 31, 2018**

**A. SUBSCRIPTION LIST MANAGEMENT**

	<u>Unit Quote Price</u>
1. Additions to KWO subscription list	\$ _____ per record
2. Deletions to KWO subscription list	\$ _____ per record
3. Changes to KWO subscription list	\$ _____ per record
4. Data Processing	\$ _____ per hour
5. Merge/Purge	\$ _____ per record

**B. BULK MAIL SERVICE**

	<u>Unit Quote Price</u>
6. Prep, print, affix mailing labels, as detailed in RFQ DPM 2018-04	\$ _____ per thousand
7. Delivery of mailers to Main Honolulu Post Office	\$ _____ per month

**C. DELIVERY AND DISTRIBUTION**

	<u>Unit Quote Price</u>
8. Delivery of up to 7,000 newspapers to approximately 115 locations on O‘ahu (including restocking as needed)	\$ _____ per month
9. Preparation of a minimum of 158 pounds of newspaper for shipment to Neighbor Islands via Hawaiian Air Cargo	\$ _____ per month
10. Maintenance of plastic distribution boxes, to include cleaning, removing trash, replacing windows as needed	\$ _____ per month

**D. ADDITIONAL ASSOCIATED COSTS**

For associated costs not previously listed on this Quotation Form, but shall be included as part of your quotation, please detail as separate line items below.

	<u>Unit Quote Price</u>	<u>Per Unit</u>
11. _____	\$ _____ /	_____
12. _____	\$ _____ /	_____
13. _____	\$ _____ /	_____
14. _____	\$ _____ /	_____
15. _____	\$ _____ /	_____

Offeror: \_\_\_\_\_

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

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

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