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 5th 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 5th 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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 58,430 copies printed in color, 28 pages on <strong>tabloid-sized NEWSPRINT paper</strong></td>
<td>$________</td>
</tr>
</tbody>
</table>
| 2. 58,430 copies printed in color, 28 pages on **tabloid-sized paper (Option #1)**  
  *Please provide a sample of Option #1 paper*                                                   | $________      |
| 3. 58,430 copies printed in color, 28 pages on **tabloid-sized paper (Option #2)**  
  *Please provide a sample of Option #2 paper*                                                   | $________      |
| 4. Additional pages                                                                           | $________      |

### B. Preparing for Distribution

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. For KWO mailing list – approximately 51,280 quarter-folded</td>
<td>$________</td>
</tr>
<tr>
<td>6. For OHA office – 150 strapped and skid-packed, in bundles of 50</td>
<td>$________</td>
</tr>
<tr>
<td>7. For ground and neighbor island delivery – 7,000 strapped and skid-packed, 100s with turns of 50 or in bundles of 50</td>
<td>$________</td>
</tr>
</tbody>
</table>

### C. Distributing

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Ground delivery of approximately 7,000 copies to designated drop off points statewide, including restocking as needed</td>
<td>$________</td>
</tr>
<tr>
<td>9. Maintenance of plastic distribution boxes, to include cleaning, removing trash, replacing windows as needed</td>
<td>$________</td>
</tr>
</tbody>
</table>
D. Mailing

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

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.

17. ________________________________  $_______ / ________
18. ________________________________  $_______ / ________
19. ________________________________  $_______ / ________
20. ________________________________  $_______ / ________

Bidder: _____________________________
Contact Person: ______________________
Email: ______________________________
Phone: _____________________________