



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

September 29, 2017

**REQUEST FOR QUOTES – RFQ DPM 2018-04**

**KA WAI OLA SUBSCRIPTION LIST MAINTENANCE, BULK MAILING, DELIVERY  
AND DISTRIBUTION**

**To all Interested Parties:**

Notice is hereby given that the Office of Hawaiian Affairs (“OHA”) will be accepting quotes from interested Offerors to provide subscription list maintenance, bulk mailing, delivery and distribution services of the OHA’s Ka Wai Ola (“KWO”) monthly publication.

The attached Quotation Form shall be completed and shall itemize all costs associated with providing the services as defined in the Scope of Services below, including but not limited to General Excise Tax. For associated costs not listed on the Quotation Form, but shall be included as part of your quotation, please detail them as separate line items on page 3 of the Quotation Form.

The anticipated time of performance for this contract is November 1, 2017 – July 31, 2018, which is subject to change.

**Only a single award will be made to the lowest and responsive quote.** All interested Offeror’s are to provide a price quote on the State of Hawai‘i eProcurement system (HiePRO).

**Quote Due Date: Friday, October 13, 2017; 12:00 p.m. HST**

Hand-delivered, emailed and/or facsimile transmission shall NOT be accepted. This RFQ may be canceled when it is determined to be in the best interest of the OHA.

If you have any questions, you may contact Miki Lene, ‘Aho Pueo Kū‘ai, Procurement Specialist, by email [mikic@oha.org](mailto:mikic@oha.org) or by phone (808) 594-1993.

**I. Background**

The OHA Digital and Print Media program produces different types of media to promote the OHA’s mission, strategic priorities, and initiatives. The Ka Wai Ola is the OHA’s monthly

newspaper and is designed to help inform its Hawaiian beneficiaries and other interested parties about Hawaiian issues and activities and the OHA's programs and efforts.

## **II. Scope of Services**

- A. Subscription List Management (list provided to successful Offeror upon contract execution)
  - 1. Update KWO subscription list, currently at approximately 56,000 subscribers, with information provided by the OHA.
  - 2. Updates include but shall not be limited to: new subscriptions, cancelled subscriptions, changes of address, etc.
  - 3. Large batches of returned KWOs may be provided in paper format for entering.
  
- B. Bulk Mail Service
  - 1. Receive KWO newsletters from print vendor.
  - 2. Print and affix mailing labels for Presorted Standard Class Mail and Presorted First Class Mail (for addresses on the continent and Lānaʻi). Sort and tray.
    - a. Prepare diskette for ink jet on quartered folded 5 ½" h x 10 ½" l (Cannot exceed 10 1/2") based on one-pass
    - b. Address information
    - c. Client permit number with Class of Mail
  - 3. Delivery of approximately 56,000 pieces to the Main Honolulu Post Office.
  - 4. Postage shall not be included in this contract.
  
- C. Ka Wai Ola Delivery and Distribution (See Exhibit 1 – Distribution List)
  - 1. Deliver up to 7,000 copies of KWO each month to approximately 115 locations.
    - a. Prepare a minimum of 110 pounds for shipment to Hilo via Hawaiian Air Cargo
    - b. Prepare a minimum of 32 pounds for shipment to Kona via Hawaiian Air Cargo
    - c. Prepare a minimum of 16 pounds for shipment to Līhuʻe via Hawaiian Air Cargo
    - d. Newsletters shall be boxed and prepared prior to drop off at Hawaiian Air Cargo
  - 2. All deliveries shall be made within THREE (3) full business days from the date and time that the KWO is made available to vendor.
  - 3. Deliveries shall be once per month.
  - 4. All newspapers shall be delivered in a dry and undamaged condition to all locations, if received in the same manner.
  - 5. Surface dust and trash removal from plastic distribution boxes shall be completed on a bi-monthly basis.
  - 6. Plastic display windows shall be replaced by the vendor as needed. Materials shall be supplied by the OHA.
  - 7. The vendor shall ensure that distribution boxes are secured as designed by the manufacturer of the boxes. Materials shall be supplied by the OHA.
  - 8. The vendor shall restock the distribution boxes during the third week of each month, as needed, and as newspapers become available. (See Exhibit 1 – Distribution List for specific boxes that may need restocking.)

**III. General Contract Requirements for Successful Offeror**

- A. The successful Offeror shall comply with HRS, Chapter 103D and all State, Federal, and County requirements.
- B. License and Compliance
  - 1. Within ten (10) days of the award for a contract, the successful Offeror must be registered as a business in the State of Hawai‘i, be compliant with Hawai‘i Compliance Express, complete the OHA W-9 form and submit a current copy of a Certificate of Liability Insurance with the following:

The minimum insurance coverage and limits are below, which shall also apply to subcontractor(s) where appropriate:

<u>Coverage</u>	<u>Limits</u>
General Liability	\$2,000,000 general aggregate \$1,000,000 each occurrence
Automobile Liability	\$1,000,000 Combine Single Limit (each accident)
Worker’s Compensation/ Employer’s Liability	\$100,000 each accident \$500,000 disease policy limit \$100,000 disease policy limit per employee

- 2. Each insurance policy required by the contract, including a subcontractor’s policy, shall contain the following clauses:
  - a. “This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the Office of Hawaiian Affairs, 560 North Nimitz Highway, Suite 200, Honolulu, HI 96817.”
  - b. “The Office of Hawaiian Affairs, its trustees, employees, representatives and agents and the State of Hawai‘i are added as additional insureds as respects to operations performed for the Office of Hawaiian Affairs.”
  - c. “It is agreed that any insurance maintained by the Office of Hawaiian Affairs will apply in excess of, and not contribute with, insurance provided by this policy.”