

NEIL ABERCROMBIE
GOVERNOR



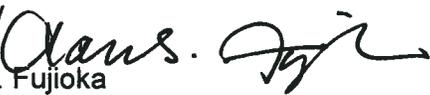
AARON S. FUJIOKA
ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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<http://hawaii.gov/spo>

September 30, 2013

TO: Executive Departments/Agencies (Excludes Department of Education [DOE] and its Charter Schools and University of Hawaii [UH])
Hawaii Health Systems Corporation (HHSC) (Excludes Regional System Boards and Hospitals)
Office of Hawaiian Affairs (OHA)
House of Representatives
Judiciary

FROM: Aaron S. Fujioka 
Administrator

SUBJECT: **New Price List Contract**
SPO Price List Contract No. 14-02
VARIOUS STATE FORMS AND NON-PRINTED CARBONLESS PAPER - STATEWIDE
IFB-14-002-SW
Order Deadline Date: October 15, 2013

This is a new Price List contract for Various State Forms and Non-Printed Carbonless Paper - Statewide, SPO Price List Contract No. 14-02.

This contract is available on the SPO website: <http://hawaii.gov/spo>; click on *Price List and Vendor List Contracts* at the main menu.

If you have any questions, please contact Stacey Kauleinamoku at (808) 586-0571 or stacey.l.kauleinamoku@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 14-02
Replaces SPO PL Contract No. 13-03
Issued: 09/30/2013

VARIOUS STATE FORMS AND NON-PRINTED CARBONLESS PAPER - STATEWIDE

(IFB-14-002-SW)

Requirements for Calendar Year 2014

ORDER DEADLINE DATE: OCTOBER 15, 2013

PARTICIPATING JURISDICTIONS listed below have signed a cooperative agreement with the SPO and are required to utilize this price list contract.

- Executive Departments/Agencies (Excludes DOE and its Charter Schools and UH)
- Hawaii Health System Corporation (HHSC) (Excludes Regional System Boards and Hospitals)
- Office of Hawaiian Affairs (OHA)
- House of Representatives
- Judiciary

USE OF THE PRICE LIST CONTRACT. Per Requirements Circular No. C13-02, dated May 6, 2013, jurisdiction quantity requirements were submitted in response to this circular and are firm commitments to purchase. When this Price List Contract No. 14-02 is issued, Agencies shall place orders directly with the awarded vendor for their quantities submitted. In the event an agency listed on the attached Agency Requirements fails to submit its order by October 15, 2013, the Contractor has the option to automatically process the order at the contracted price. If the Contractor exercises this option, they shall contact the agency for delivery coordination and imprinting/pre-numbering information, if applicable, and invoice appropriately.

Quantities listed on the attached Agency Requirements represent a minimum amount. The State reserves the right to purchase larger quantities for Group A, Various Standard Snap-Out Forms and Group B, Requisition and PO Forms only, at the prices quoted for this solicitation for this solicitation and the orders shall be placed with the Contractor by October 15, 2013. Agencies not listed in the attached Agency Requirements are allowed to order forms from Group A, Various Standard Snap-Out Forms and Group B, Requisition and PO Forms on or before the order deadline date. Agencies not listed on Attachment 2 shall not place orders for Group C, Non-Printed Carbonless Paper.

EXCEPTION TO THE PRICE LIST CONTRACT. For uncommitted purchases, an exception may be granted when the price list contract does not meet the purchasing agency's needs. For this purpose, Executive Branch Department Heads (or as delegated by the department head) are granted the authority to make the exception approval. This procedure will allow departments to make their own determination when not practicable or advantageous to use the contract vendor(s).

Executive departments and participating jurisdictions may use form SPO-005, *Request for Purchase Exemption from SPO Price or Vendor List Contract* as a template to record and file requests. Form SPO-005 may be edited to meet the specific department needs. SPO forms are available on the SPO website at <http://hawaii.gov/spo>. Click on *SPO Forms* under the Toolbox/QuickLinks menu.

When the price list contract is not used, agencies shall purchase using the applicable procurement method and its procedures, such as small purchases or Competitive Sealed Bidding. All approvals shall be made prior to purchase. Purchases made after-the-fact, without prior approval, shall be processed as procurement violations through the form SPO-016, *Procurement Violation: Report of Findings and Corrective Action and/or Request for After-the-Fact Payment Approval*.

POINT OF CONTACT. Questions regarding the products listed, ordering, pricing, and status should be directed to the contractor.

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Phone	FAX	E-mail
Executive (Excludes DOE and UH)	Stacey Kauleinamoku	586-0571	586-0570	stacey.i.kauleinamoku@hawaii.gov
HHSC (Excludes Regional System Boards and Hospitals)	Joe Evanoff	733-4168	733-4460	jevanoff@hhsc.org
OHA	Emmitt Ford	594-1815	594-1865	emmittf@oha.org
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us

USE OF PRICE LIST CONTRACT BY NONPROFIT ORGANIZATIONS. Pursuant to HRS §103D-804, nonprofit organizations with current purchase of service contracts (HRS Chapter 103F) have been invited to participate in the SPO price list contracts.

A listing of nonprofit organizations is available at the SPO website: <http://hawaii.gov/spo>. Click on "Doing Business with the State" > "SPO Programs Open to Qualifying Non-Profit Organizations."

If a nonprofit wishes to purchase from a SPO contract, the nonprofit must obtain approval from each vendor, i.e. participation must be mutually agreed upon. A vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a SPO contract vendor.

VENDORS:

Innerworkings, Inc.

Business Address:
1003 Bishop Street, Suite 650
Honolulu, HI 96813

Remittance Address:
P.O. Box 31001-1997
Pasadena, CA 91110-1997

Contact person: Sheri Hamaguchi
Email: shamaguchi@inwk.com

Phone: (808) 380-9462
Fax: (808) 521-1649

VENDOR CODES for annotation on purchase orders are obtainable 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.

UNIT PRICES include delivery to destination and all other costs except the State General Excise Tax, currently 4.5% for sales on Oahu, and 4% for sales on the neighbor islands, if applicable. Agencies are advised to add tax amount to their purchase order total. General excise tax shall not be applied to delivery charges.

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, excluding HHSC and OHA, for orders totaling less than \$2,500. For purchases \$2,500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS may be issued for purchases \$2500 or more; and for vendors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or charge its customers a transaction fee for the usage.

SPO PL Contract No. 14-02 shall be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 14-02 shall be notated on the appropriate transaction document.

IMPRINTING AND PRE-NUMBERING CHARGES. For SAF C-03, Requisition and PO Forms, imprinting and pre-numbering charges are not included in the unit price and are one-time, flat rate charges. Agencies requesting imprinting must add \$150.00 to their order for each set of imprinting. Agencies requesting pre-numbering must add \$42.00 to their order for each series of pre-numbering. Agencies are requested to submit Attachment 1, SAF C-03 Order Form, with their order indicating the exact imprinting and pre-numbering information required for each order of SAF C-03 forms.

ORDERING on a timely basis is the responsibility of each agency. All orders shall be placed with the Contractor by October 15, 2013. Contractor is not obligated to accept any order received after the deadline date. The Contractor shall honor all orders received by the deadline date and deliver by the delivery deadline. At time of order, agencies are requested to specify imprinting and pre-numbering requirements, if applicable, and the exact delivery address. Agencies shall not issue purchase orders specifying delivery after the delivery deadline date.

Attachment 2, Agency Requirements, lists requirements submitted in response to SPO Circular No. C13-02 dated May 6, 2013. For all forms, requirements may be increased but not decreased at time of ordering. For non-printed carbonless paper, the requirements remain firm and shall not be increased or decreased.

In the event that an agency listed in Attachment 2 fails to submit its order by the order deadline date, the Contractor has the option to automatically process the order at the contracted price. If the Contractor exercises this option, they shall contact the agency for delivery coordination and imprinting/pre-numbering information, if applicable, and invoice appropriately.

Agencies not listed on Attachment 2 are allowed to order forms from Group A, Various Standard Snap-Out Forms and Group B, Requisition and PO Forms on or before the order deadline date. Agencies not listed on Attachment 2 shall not place orders for Group C, Non-Printed Carbonless Paper.

MINIMUM ORDERS.

Group A - Various Standard Snap-Out Forms. The minimum order on each order shall be \$20.00 (excluding the GET) or the total order for Agencies whose total requirements total less than \$20.00. Agencies are requested to place a minimum order of 5 books when ordering SAF B-24 (all parts). Orders shall be placed in increments of 100 sets per pack or for SAF B-24, 50 sets per book.

Group B - Requisition and PO Forms. For snap-out forms, orders shall be placed in increments of 100 forms per set. For continuous forms, the minimum order is 1000 sets. When ordering SAF C-03, Agencies are requested to submit a completed Attachment 1 with orders.

Group C – Non-Printed Carbonless Paper. The minimum order on each order for non-printed carbonless paper shall be one (1) ream.

DELIVERIES by the Contractor shall be made on or before January 16, 2014. Exact delivery address shall be provided by the individual agency when placing an order. If delivery address is not indicated on order, Contractor shall contact the appropriate agency, prior to shipment and coordinate delivery arrangements.

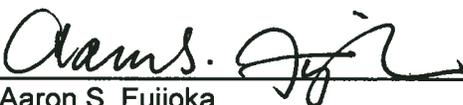
The Contractor shall deliver the exact amount ordered to the address stated on the order form; no overruns or under runs will be accepted. The State will not pay for any overruns that the Contractor may deliver.

VENDOR COMPLIANCE. Prior to awarding a contract, the SPO verified compliance of the contractor with all laws governing entities doing business in the State pursuant to HRS §103D-310(c), and SPO will monitor compliance throughout the term of the contract via *Hawaii Compliance Express (HCE)*. Therefore, purchasing agencies are not required to verify vendor compliance.

INSPECTION. Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the vendor within five (5) working days from delivery date.

VENDOR AND PRODUCT EVALUATION form, SPO-012, for the purpose of addressing concerns on this price list contract, is made available to the agencies at the SPO website: <http://hawaii.gov/spo>. Click on *SPO Forms* under the Toolbox/QuickLinks menu.

PRICE LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: <http://hawaii.gov/spo>. Click on *Price List and Vendor List Contracts* at the main menu.



Aaron S. Fujioka
Administrator

Attachment 1-SAF C-03 Order Form
Attachment 2-Agency Requirements

GROUP A - VARIOUS STANDARD SNAP-OUT FORMS

Item No.	Form No.	Title	Unit Price	Vendor
1	SAF B-14	Treasury Deposit Receipt (cont), 4-part	\$63.65 /pack	Innerworkings, Inc.
2a	SAF B-24	Official Receipt Book, 2-parts (50 sets/book)	\$3.87 /book	Innerworkings, Inc.
2b	SAF B-24	Official Receipt Book, 3-parts (50 sets/book)	\$4.26 /book	Innerworkings, Inc.
2c	SAF B-24	Official Receipt Book, 4-parts (50 sets/book)	\$7.46 /book	Innerworkings, Inc.
3	SAF C-04	Requisition and Purchase Order, Continuation, (2nd page), 7-part	\$59.36 /pack	Innerworkings, Inc.
4a	SAF D-55	Individual Time Sheet, 3-part	\$9.14 /pack	Innerworkings, Inc.
4b	SAF D-55	Individual Time Sheet, 4-part	\$11.74 /pack	Innerworkings, Inc.
5	SAF D-56	Organizational Time Sheet, 3-part	\$21.96 /pack	Innerworkings, Inc.
6	SAF D-60	Salary Assignment/Cancellation, 4-part	\$11.36 /pack	Innerworkings, Inc.
7	SAF D-62	Motor Vehicle Insurance Deduction Authorization, 4-part	\$113.00 /pack	Innerworkings, Inc.
8	SAF D-70	Notification for Payroll Adjustment, 4-part	\$47.60 /pack	Innerworkings, Inc.
9	G-2	Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation, 5-part	\$23.40 /pack	Innerworkings, Inc.
10	HRD-10	Notification of Temporary Assignment, 4-part	\$17.89 /pack	Innerworkings, Inc.
11	HRD-305	Certification Form, 4-part	\$128.00 /pack	Innerworkings, Inc.

Packaging: 100 forms/pack; 50 forms/book

Quantities are firm commitments. Agencies can increase their order quantity.

SAF B-24 Unit Price includes Imprinting & Pre-numbering

GROUP B - SAF C-03 REQUISITION AND PO FORMS

Item No.	Form No.	Title	Unit Price	Vendor
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Snap-Out, Single Form, Carbonless

12	SAF C-03	Requisition & PO, 4-part	\$150.00 /set	Innerworkings, Inc.
13	SAF C-03	Requisition & PO, 5-part	\$34.80 /set	Innerworkings, Inc.
14	SAF C-03	Requisition & PO, 6-part	\$150.00 /set	Innerworkings, Inc.
15	SAF C-03	Requisition & PO, 7-part	\$49.79 /set	Innerworkings, Inc.

Continuous Form, Carbonless

16	SAF C-03	Requisition & PO, 4-part	\$249.30 /M	Innerworkings, Inc.
17	SAF C-03	Requisition & PO, 5-part	\$217.55 /M	Innerworkings, Inc.
18	SAF C-03	Requisition & PO, 6-part	\$249.80 /M	Innerworkings, Inc.
19	SAF C-03	Requisition & PO, 7-part	\$279.39 /M	Innerworkings, Inc.

Imprinting and Pre-Numbering

IMPRINTING charge	\$150.00
PRE-NUMBERING charge	\$42.00

Packaging: Snap-Out-100 forms/set (st); Continuous: minimum order is 1000 sets. */M = per thousand
Quantities are firm commitments. Agencies can increase their order quantity.

Agencies are requested to submit Attachment 1 when ordering SAF C-03.

Imprinting and/or pre-numbering charges are a one-time, flat-rate charge. When requesting for
imprinting and/or pre-numbering, Agencies must add the applicable amount to their order.

GROUP C - NON-PRINTED CARBONLESS PAPER

Item No.	Description	Unit Bid Price	Vendor
20	Non-Printed Carbonless Paper for printing of form SAF B-13, 8-1/2" x 11", single sheet, canary color, with 2 standard holes drilled at top for filing, compatible with copiers and laser printers	\$36.26 /ream	Innerworkings, Inc.

Packaging: 500 sheets/ream (rm)

Quantities are based on firm commitments. Agencies shall order EXACT quantity.

ATTACHMENT 1: SAF C-03 REQUISITION AND PURCHASE ORDER

Submit this form with your order when ordering SAF C-03.

Form delivery and invoice addresses are provided below:

Delivery Address: _____

Invoice Address: _____

IMPRINTING / PRE-NUMBERING

Complete this section if imprinting/pre-numbering is required

IMPRINTING:

If required on your order, on the form below, type the exact imprinting required. You may request imprinting in any or all of the five (5) numbered areas.

**STATE OF HAWAII
REQUISITION & PURCHASE ORDER**
Area #1

Area #2

ORGANIZATION

Area #3

FUNCTION AND ACTIVITY

NOTICE TO VENDORS

Conditions of purchase are listed on the back side of this purchase order. Please read carefully. Payments may be delayed if all steps are not followed.

The State of Hawaii is an EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION employer. We encourage the participation of women and minorities in all phases of employment.

PURCHASE ORDER NO. _____	
Date _____	
Deliver Before _____	
DELIVERY ADDRESS Area #4	
BILLING ADDRESS Area #5	

QUAN.	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT

PRE-NUMBERING:

Pre-numbering shall be in 8 digits (no alpha), including zero's. Numbers can range from 00000001 to 99999999. You may request for pre-numbering in the "PURCHASE ORDER NO." or "REQUISITION NO." sections. If applicable, indicate the beginning and ending numbers in the appropriate spaces below:

Purchase Order No.

Requisition No.

Beginning Number _____
Ending Number _____

Beginning Number _____
Ending Number _____

Duplicate form to order more than one type of purchase order or to order printing/pre-numbering in various combinations.

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
January 1, 2014 to December 31, 2014

GROUP A - Various Standard Snap-Out Forms

Island Key

O=Oahu
H=Hawaii
M=Maui
K=Kauai

L=Lanai
V=Various

Island	AGENCY / DIVISION / PROGRAM	Contact Name & Phone Number	Bid Item No.	1	2a	2b	2c	B-24 imprint	B-24 pre-#	3	4a	4b	5	6	7	8	9	10	11
			SAF Form No. No. of Parts:	B-14 4-part	B-24 2-part	B-24 3-part	B-24 4-part			C-04 7-part	D-55 3-part	D-55 4-part	D-56 3-part	D-60 4-part	D-62 4-part	D-70 4-part	G-2 5-part	HRD-10 4-part	HRD-305 4-part
				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O	DAGS/ASO	Audrey Uto																1	
O	DAGS/Accounting - UARB	Denise Inouye				1													
O	DAGS/Automotive Management	Hugh Sonoda				30		x	x										
O	DAGS/C S D	Zayna Sakuma																5	
O	DAGS/ICSD	Maria Sugai								36									
O	DAGS/Personnel	Jody Kato			1														
O	DAGS/Stadium	Isabelle Nishimoto								5			2					1	
O	DAGS/SPO	Ronnie Correa		1		1		x	x	1									
H	DAGS/H D O	Cyrus/Elise																5	
K	DAGS/K D O	Karene Kawamoto										2						2	
O	DOA/ASO/Fiscal	Kimberli Hayashi		4															
O	AG/ASO/Fiscal	Kapiolani Teves			50				x	1				4					
O	B&F/Administrative & Research Office	Louisa Lee									2			2		1		4	
O	B&F/Public Utilities Commission	Brooke Kane				12		x	x										
O	DBEDT/ASO/Fiscal	Linda Tanna														2			
O	DBEDT/ASO/Personnel	Steve Sung											2						
O	DOD/ASO/State Fiscal Office	Teresa Lee			3			x	x										
O	DOD/State Personnel Office	Estelle Higa									11		1				2		
O	HHSC/Payroll/HR/Acct Dept	Lafoga Bumanglag			60			x	x	735			28		1			6	
O	HHSC/Payroll/HR/Acct Dept	Lafoga Bumanglag				100			x	100									
O	HSPLS/ASB/Fiscal	Theola Striker																20	
O	HSPLS/HRO	Annabelle Dahilog											2					2	
O	DHHL/Fiscal Office	Christe Lum								12			6					4	
O	DOH/ERO	Jennifer Ching					50											3	

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
January 1, 2014 to December 31, 2014

K	Kauai DOH	Jackie Teves					10		x				1	1			1	3
O	HPHA/CPO	Gary Ito								2				2				
O	DHS/Office of Information Technology	Caroline Ohtani																3
O	DHS/Fiscal Management Office/Adm	Lissa Ishiguro																6
O	DHS/Fiscal Management Office/Pre-Audit	Eloise Uehara											1		1			
O	DHS/Fiscal Management Office/PAS II	Phyllis Uyehara				15		x	x									
O	DHS/Management Services Office/QC	Sherry Nishimura-Hoover										5						
O	DHS/Personnel Office	Debbie Tokuda			2									8				1
O	DHS/BESSD/Administration/CC	Cheryl Takano				8		x	x									
O	DHS/Social Services Division/ACCSB	Barbara Young									1						1	1
O	DHS/Social Services Division/ACCSB/RCP	Mari Uyehara										15						
O	DHS/SSD/CWSB/LCWSS	Darlene Corn									4						1	1
O	DHS/SSD/CWSB/SCWSS/CW12	Karen Hisatake										3						
O	DHS/SSD/CWSB/SCWSS/FCIM	Marcia Ishda									1							
O	DHS/SSD/CWSB/CCWSS/CCW-1	Flo Wong										3					1	2
O	DHS/SSD/CWSB/CCWSS/DHCW2	Oliana Hurd										2						
O	DHS/Vocational Rehabilitation Division/SSB	Geri Motomi			1													
O	DHS/Med-Quest Division/Administration	Carla Turla																1
O	DHS/Med-Quest Division/CSB	Shelley Tualla																1
H	DHS/BESSD/NIB/West Hawaii	Jill Low										3		1				2
H	DHS/SSD/CWSB/East Hawaii CWSS	Sheryl Medeiros																1
H	DHS/SSD/CWSB/West Hawaii	Mona Graces															1	
K	DHS/SSD/CWSB/Kauai Section	Kathryn Brier					2											
M	DHS/BESSD/NIB/Maui Section/Molokai	Paula Tanaka																1
O	DHS/Hawaii Youth Correctional Facility	Linda Kamimoto										25						
O	JUD/Admin/Office of the Public Guardian	Valerie Ono										3						
K	JUD/Fifth Judicial Circuit/Fiscal	Shirley Yoshida										5					1	1
O	JUD/1st Circuit Court/Fiscal	Sandy Togawa										12						
O	JUD/Family Courts 1st Circuit	Diane Isobe										15						1

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
January 1, 2014 to December 31, 2014

O	PSD/Mainland Branch	Nikki Tui								1						2
H	PSD/HCCC	Frank Calma	1	3	10					50						10
H	PSD/HISC	Christine Ebanez								1						
M	PSD/MISC	Marie Duarte														1
K	PSD/KCCC	Darlene Augustin								10						
O	DOTAX/ASO	Leslie Inouye			88				x	11	2				1	
K	DOT/Harbors Division	Iris Craig								4						1
O	DOT/ADMIN/BUS-F	Kevin Nako								2	1					1
O	DOT/HARBORS/PERSONNEL	Ruby Kazunaga													2	2
O	DOT/HARBORS/OAHU DISTRICT BUSINESS SVCS	Eric Ota									5					
O	DOT/HARBORS/ENGINEERING BRANCH	Viola Alipio														6
M	DOT/HARBORS/MAUI DISTRICT	Duane Kim			10				x							
O	DOT/HARBORS/OAHU DISTRICT	America Childress								20						10
O	DOT/Highways/Personnel	Erline Takiguchi								21	5				5	5
O	DOT/AIR/VIP	Lori Toyama								50						
O	DOT/AIR/OM	Gail Ching								40						
O	DOT/AIR/AP	Jennie Wolfe								10	6				2	
O	DOT/AIR/OSU	Teena Narido								65	2				2	100
K	DOT/AIR/LIHUE	Ann Pabustan								50	2					

GROUP A - Total by Island:

Oahu	6	122	280	50		3	952	463	23	96	0	8	27	250	0
Hawaii	1	3	10	0		1	1	58	0	1	0	0	1	19	0
Maui	0	0	10	0		0	0	20	0	0	0	0	0	10	0
Kauai	0	0	0	12		0	0	73	1	4	0	0	2	7	0
Lanai	0	0	0	0		0	0	0	0	0	0	0	0	0	0

GROUP A - TOTAL ALL ISLANDS

7	125	300	62		4	953	614	24	101	0	8	30	286	0
pks	bks	bks	bks		pks									

The above represents the departments minimum requirements for Snap-out (multiple part) Standard Forms for agencies/divisions/programs on the island(s) specified above.

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
January 1, 2014 to December 31, 2014

GROUP B - SAF C-03 Requisition and PO Form

Island	AGENCY / DIVISION / PROGRAM	Contact Name & Phone Number	Bid Item No. Part:	12	13	14	15	16	17	18	19	est. imprint /pre-# rqmts	
				PART I: Snap-Out, Single				PART II: Continuous				imprint	pre-#
				C-03 4 part	C-03 5 part	C-03 6 part	C-03 7 part	C-03 4 part	C-03 5 part	C-03 6 part	C-03 7 part		
				-	-	-	-	-	-	-	-	-	-
O	DAGS/Automotive Management	Hugh Sonoda							1000				
O	DAGS/ICSD	Maria Sugai								2000			
H	DAGS/HDO	Cyrus/Elise								1000		x	
O	DOA/ASO/Fiscal	Kimberli Hayashi							5000			x	
O	AG/ASO/Fiscal	Kapiolani Teves			50							x	x
O	AG/MID	Thu Nguyen			15							x	x
O	DBEDT/ASO/Fiscal	Linda Tanna			2							x	x
O	DCCA/BREG/OS/SEC/SEB	Pam Heya							1000			x	
O	DCCA/BREG/BAC Honolulu	Pam Heya			2							x	
O	DCCA/DCA	Irene Kotaka			2								
O	DOD/ASO/State Fiscal Office	Teresa Lee					10						
O	DOD/Grants Management Office	Dolores Cook									1000		
O	DHS/Administrative Appeals Office	Mona Asato			5							x	x
O	DHS/Hawaii Youth Correctionall Facility	Linda Kamimoto			5							x	x
O	DHS/Social Services Division/Central Files	Melissa Corpuz			2							x	x
O	DHS/SSD/CWSB/LCWSS	Darlene Corn			2								x
O	DHS/SSD/CWSB/CCWSS/CCW-1	Flo Wong.			2								x
O	DHS/SSD/CWSB/SCWSS/CWI-1	Vena Zuniga-Okazaki			4							x	x
O	DHS/SSD/CWSB/SCWSS/FCIM	Marchia Ishida			1								x
O	DHS/SSD/CWSB/OSCWSS/DHCWP	Pat Johansen			5								x
H	DHS/SSD/ACCSB/EH APCS	Sandra Hamano			2							x	x
H	DHS/SSD/CWSB/East Hawaii CWSS	Sheryl Medeiros			10							x	x

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
January 1, 2014 to December 31, 2014

GROUP C - Non-Printed Carbonless Paper

Bid Item No.	20
Description:	Carbonless paper (reams)

Island	AGENCY / DIVISION / PROGRAM	Contact Name & Phone Number	
			-
O	DAGS/Archives/Historical Records/Records	Harriet Miura	1
O	DAGS/PWD Staff Services Office	Deborah Lopez	1
O	DOA/ASO/Fiscal	Kimberli Hayashi	5
O	AG/ASO/Fiscal	Kapiolani Teves	4
O	B&F/Financial Administration Division	Cathy Young	5
O	B&F/Administrative & Research Office	Louisa Lee	1
O	DBEDT/ASO/Fiscal	Linda Tanna	1
O	DCCA/ASO/Fiscal	Jodee Saiki	20
O	DOD/State Fiscal Office	Teresa Lee	6
O	HHSC/Payroll/Acct	Lafoga Bumanglag	3
O	DHHL/Fiscal Office	Christe Lum	10
O	DOH/FHSD	Susan Kanour	1
O	HPHA/CPO	Gary Ito	3
O	DHS/FMO/Accounting/PAS II	Phyllis Uyehara	15
O	DHS/Med-Quest Division/FO	Darlene Silva	5
K	JUD/Fifth Judicial Circuit/Fiscal	Shirley Yoshida	5
O	JUD/Family Court 1st Circuit	Diane Isobe	6
O	JUD/District Court 1st Circuit/Fiscal	Mina Palmer	5
H	JUD/3rd Circuit Court/Fiscal	Colin Young	20
O	DLIR/ASO/Fiscal/Federal	Nancy Gakiya	20
O	DLIR/Unemployment Insurance Division	Cindy Yoshida	2
O	DLIR/Office of Community Services	Chana Khuy	2
O	DLIR/ASO/Fiscal/State	Francis Kagawa	5
O	DLNR/BOC	Debbie Cheong	10
O	OHA	Gloria Li	1
O	DOT/ADMIN/BUS-F	Kevin Nako	1
O	DOT/Highways/Personnel	Erline Takiguchi	6
GROUP C - Total by Island:			
			Oahu 139
			Hawaii 20
			Maui 0
			Kauai 5
GROUP C - TOTAL ALL ISLANDS			164

reams

The above represents the departments EXACT requirements for Non-Printed Carbonless paper for agencies/divisions/programs on the island(s) specified above.