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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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<http://spo.hawaii.gov>

June 15, 2015

TO: Executive Departments/Agencies
Department of Education (Excludes Charter Schools)
Hawaii Health Systems Corporation (Excludes Regional System Boards and Hospitals)
Office of Hawaiian Affairs
University of Hawaii
House of Representatives
Senate
Judiciary

FROM: Sarah Allen, Administrator

SUBJECT: **Change No. 20**
SPO Price List Contract No. 01-21
Padded Standard Forms
Price List Contract is Continuous
(I-00-072-0)

The following changes are made to the Price List contract:

- Update Point of Contact information for the Judiciary.
- Add Certificate of Service under PERSONNEL FORMS.
- Change all certificate sizes to 8-1/2" x 11".

The current Price List contract incorporating Change No. 20 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

If you have any questions, please contact Carey Ann Sasaki at (808) 586-0575 or email careyann.r.sasaki@hawaii.gov.

STATE OF HAWAII
STATE PROCUREMENT OFFICE

SPO Price List Contract No. 01-21
Replaces SPO PL Contract No. 00-25
Includes Change No. 20
Revised: 06/15/2015

PADDED STANDARD FORMS
(IFB-00-072-O)
Continuous

PARTICIPATING JURISDICTIONS listed below are required to purchase from this price list contract:

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

EXCEPTION TO THE PRICE LIST CONTRACT. An exception may be granted when the Price List contract does not meet the purchasing agency's needs. For this purpose, Executive 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 it is not practicable or advantageous to use the contract vendor.

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 Correction Action and/or Request for After-the-Fact Payment Approval*.

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 specific department needs. SPO forms are available on the SPO website at <http://spo.hawaii.gov>. Click on *Forms* on the home page.

When the participating jurisdiction obtains an approved form SPO-005 to not use the Price List contract, agencies shall use the applicable procurement method and its procedures, such as small purchases or Competitive Sealed Bidding (CSB).

POINT OF CONTACT. Questions regarding the ordering of the forms, pricing, and status should be directed to Hawaii Correctional Industries.

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Phone	FAX	E-mail
Executive	Carey Ann Sasaki	586-0575	586-0570	careyann.r.sasaki@hawaii.gov
DOE (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	DOEProcure@notes.k12.hi.us

HHSC (Excludes Regional System Boards and Hospitals)	Joe Evanoff	733-4168	733-4460	jevanoff@hhsc.org
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
UH	Matthew Chow (primary)	956-2765	956-2096	chowmatt@hawaii.edu
	Karlee Hisashima	956-8687	956-2093	karlee@hawaii.edu
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	taniguchi@capitol.hawaii.gov
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov

VENDOR: **Department of Public Safety** Address: 99-902 Moanalua Road
 Hawaii Correctional Industries Aiea, HI 96701

Telephone No.: (808) 485-5173
Fax No.: (808) 485-3580

VENDOR CODES for annotation on purchase orders from the *Alphabetical Vendor Edit Table Report* is 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.

UNIT PRICES include delivery to Oahu destinations for orders of at least \$15.00, all applicable taxes and all other costs. Oahu agencies ordering less than \$15.00 may be assessed a delivery charge. For neighbor island orders, mailing cost will be added to invoices as a separate charge.

In the interest of minimizing both purchase order processing and delivery costs, agencies are urged to consolidate on each purchase order as many items from as many price list contracts as possible and to issue those orders as soon as possible. Hawaii Correctional Industries is also the vendor for *SPO PL Contract No. 01-15, Letterhead, Envelopes, and Business Cards*.

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, excluding DOE, HHSC, OHA, and UH for orders totaling less than \$2,500. For purchases of \$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 of \$2,500 or more, and for Contractors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or who charge its customers a transaction fee for the usage.

SPO PL CONTRACT NO. 01-21 shall be typed on purchase orders issued against this Price List contract. For pCard purchases, the SPO PL Contract No. 01-21 shall be notated on the appropriate transaction document.

PRICE OR VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

All pads are sold 100 sheets/pad, unless otherwise noted.

FAMIS FORMS

Unit Price

SAF A-08	Unrequired Appropriations to be Lapsed, 1/1/00	\$ 4.50/pad
SAF A-19	Request for Allotment, 1/1/00	3.50/pad
SAF A-20	Agency Internal Journal Entry, 3/1/91	3.50/pad
SAF A-21	Request for Transfer of Funds, 1/1/00	3.00/pad
SAF A-27	Journal Voucher, 7/1/89	4.00/pad
SAF A-28	Universal Input Form, 7/1/83	4.00/pad
SAF A-47	Batch Slip, 7/1/83	2.50/pad
SAF A-52	Descriptor Table Maintenance, 7/1/84	3.50/pad
SAF A-54	Vendor Table Maintenance, 9/1/95	2.50/pad
SAF A-71	Report Request Coding Form, 7/1/85	2.50/pad
SAF C-06	Encumbrance Advice, 7/1/83	3.00/pad
SAF C-07	Unrequired Contract Encumbrance Advice, 7/1/87	2.50/pad
SAF C-08	Summary Warrant Voucher (manual), 1/1/93	4.00/pad
SAF C-12	Payment Coding Input-Vendor Code, 1/1/85	3.50/pad
SAF C-13	Payment Coding Input-Vendor Name & Address, 1/1/85	3.50/pad
SAF C-23	Invoice List, 7/1/74	3.00/pad
SAF C-41	Contract Input, 11/1/90	2.50/pad
SAF C-53	Checks Cancelled, 7/1/95	4.00/pad
SAF C-61*	Claim for Lost Check, 7/1/96	2.50/pad
SAF C-62*	Claim for Non-Received Check, 7/1/96	2.50/pad
SAF C-63*	Claim for Void Check, 7/1/96	2.50/pad

*Form dated 9/1/95 may be used until depleted.

BANK FORMS

FHB-SPO	First Hawaiian Bank, Stop Payment Order, 7/99	2.50/pad
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PAYROLL AND OTHER ACCOUNTING FORMS

SAF D-52	Sick Pay Status Change, 7/1/88	2.50/pad
SAF D-83	Payroll Year to Date Adjustment	2.50/pad
SAF D-90	Employee's Designation of Beneficiary, 7/1/02	4.50/pad
SAF C-02	Requisition for Service or Supplies, 7/1/76	2.50/pad
SAF C-30	Assignment of Money by Party to Whom State is Directly Indebted, 7/1/95	3.00/pad
SAF C-31	Monthly Mileage Record for State Owned Vehicles, 1/1/00	3.50/pad
SAF C-32	Personal Automobile Trip Record, 1/1/00	.80/pad
SAF C-33	Personal Automobile Mileage Voucher, 7/1/99	2.50/pad
SAF B-10	Bill for Collection, 1/1/00, white	2.50/pad
	canary	3.00/pad

<u>PERSONNEL FORMS</u>		<u>Unit Price</u>
G-1	Application for Leave of Absence, 5/1/76	3.00/pad
HRD-5	Notification of Personnel Action, singles, 7/86	2.50/pad
HRD-6	Oath of Loyalty, 2/1/82	1.50/pad
HRD-7	Attendance & Leave Record, 6/1/86, 100 shts./pkg., White Green	10.00/pkg. 11.00/pkg.
HRD-206	Position Classification Form, 10/1/83, White Pink	3.75/pad 4.50/pad
SF-1	Request for Position Action, 9/98	2.50/pad
	Department Employee of the Year Certificate, 8-1/2" x 11"	.60/sht.
	Certificate of Merit, 8-1/2" x 11"	.60/sht.
	Certificate of Achievement, 8-1/2" x 11"	.60/sht.
	Sustained Superior Performance Certificate, 8-1/2" x 11"	.60/sht.
	Special Service Award, 8-1/2" x 11"	.60/sht.
	Certificate of Service, Blank with Gold Foil Hawaii State Seal Only, 8-1/2" x 11"	.40/sht.
<u>MISCELLANEOUS FORMS</u>		
	Telephone Message Pad, "While You Were Out", 4-1/4" x 5-1/2", 100 sheets/pad (color may vary)	.85/pad