

DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR
PAULA A. YOUNGLING
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STATE OF HAWAII
STATE PROCUREMENT OFFICE
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<http://spo.hawaii.gov>

October 1, 2015

TO: Executive Departments/Agencies
Hawaii Health Systems Corporation
House of Representatives
Senate
Judiciary

FROM: Sarah Allen, Administrator 

SUBJECT: **Change No. 1**
SPO Price List Contract No. 16-01
**VARIOUS STATE FORMS AND NON-PRINTED CARBONLESS PAPER –
STATEWIDE**
IFB-16-001-SW
Order Deadline Date: October 15, 2015

The following change is made to the price list contract:

Correct Contractor's Fax Number from (808) 837-1469 to (877) 837-1469.

This contract 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. 16-01
Replaces SPO PL Contract No. 15-01
Includes Change No. 1
Revised: 09/29/2015

**VARIOUS STATE FORMS AND NON-PRINTED CARBONLESS
PAPER - STATEWIDE**

(IFB-16-001-SW)

Requirements for Calendar Year 2016

ORDER DEADLINE DATE: OCTOBER 15, 2015

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

Executive Departments/Agencies
Hawaii Health System Corporation (HHSC)
House of Representatives (House)
Senate
Judiciary

USE OF THE PRICE LIST CONTRACT. Per Requirements Circular No. C15-01 dated April 29, 2015 and Requirements Circular No. C15-03 dated May 27, 2015, the jurisdiction quantity requirements were submitted in response to these circulars and are firm commitments to purchase various state forms and non-printed carbonless paper. Agencies shall place orders directly with the Contractor for their quantities submitted. In the event an agency listed on the attached Agency Requirements fails to submit its order by October 15, 2015, 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 and the orders shall be placed with the Contractor by October 15, 2015. 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.

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://spo.hawaii.gov>. Click on *Forms* from the home page.

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*.

POINTS 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	Carey Ann Sasaki	586-0575	586-0570	careyann.r.sasaki@hawaii.gov
HHSC	Joe Evanoff	733-4168	733-4460	jevanoff@hhsc.org
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov

CONTRACTOR. The following Contractor is authorized to provide Various State Forms and Non-Printed Carbonless Paper to the State of Hawaii.

Pacific Business Forms, Inc.

Business Address:

2958 Ualena Street, Suite A
Honolulu, HI 96819

Contact Person:

Joni Ouchi
Phone: (808) 597-1717
Fax: (877) 837-1469
Email: jouchi@gosafeguard.com

Remittance Address:

Same as business address

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.

COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor named in the SPO Price List Contract No. 16-01, but the VARIOUS STATE FORMS AND NON-PRINTED CARBONLESS PAPER 2 SPO PL CONTRACT NO. 16-01 ORDER DEADLINE DATE: 10/15/2015

SPO shall not monitor compliance throughout the term of performance. Therefore, purchasing agencies are required to verify compliance prior to issuing a contract, purchase order or pCard payment when utilizing this contract.

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, excluding HHSC, 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 \$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. 16-01 will be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 16-01 shall be notated on the appropriate transaction document.

PAYMENTS are to be made to the remittance address of the Contractor(s). HRS §103-10, HRS, provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment.

VENDOR AND PRODUCT EVALUATION. Form SPO-012, Evaluation: Vendor or Product, for the purpose of addressing concerns on this price list contract, is available to the agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

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.

ORDERING INSTRUCTIONS.

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 islands of Hawaii, Maui, Kauai, Molokai and Lanai. Agencies are advised to add the tax amount to their purchase order total.

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 \$120.00 to their order for each set of imprinting. Agencies requesting pre-numbering must add \$30.00 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, 2015. The 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 the 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. C15-01 dated April 29, 2015 and SPO Circular No. C15-03 dated May 27, 2015. For all forms, requirements may be increased but not decreased at the time of ordering. For non-printed carbonless paper, the requirements remain firm and shall not be increased or decreased.

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 15, 2016. 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.

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.

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	\$16.00 /pack	Pacific Business Forms, Inc.
2a	SAF B-24	Official Receipt Book, 2-parts (50 sets/book)	\$2.73 /book	Pacific Business Forms, Inc.
2b	SAF B-24	Official Receipt Book, 3-parts (50 sets/book)	\$4.29 /book	Pacific Business Forms, Inc.
2c	SAF B-24	Official Receipt Book, 4-parts (50 sets/book)	\$5.46 /book	Pacific Business Forms, Inc.
3	SAF C-04	Requisition and Purchase Order, Continuation, (2nd page), 7-part	\$29.78 /pack	Pacific Business Forms, Inc.
4a	SAF D-55	Individual Time Sheet, 3-part	\$11.18 /pack	Pacific Business Forms, Inc.
4b	SAF D-55	Individual Time Sheet, 4-part	\$12.72 /pack	Pacific Business Forms, Inc.
5	SAF D-56	Organizational Time Sheet, 3-part	\$19.17 /pack	Pacific Business Forms, Inc.
6	SAF D-60	Salary Assignment/Cancellation, 4-part	\$12.61 /pack	Pacific Business Forms, Inc.
7	SAF D-62	Motor Vehicle Insurance Deduction Authorization, 4-part	\$100.00 /pack	Pacific Business Forms, Inc.
8	SAF D-70	Notification for Payroll Adjustment, 4-part	\$49.97 /pack	Pacific Business Forms, Inc.
9	G-2	Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation, 5-part	\$31.20 /pack	Pacific Business Forms, Inc.
10	HRD-10	Notification of Temporary Assignment, 4-part	\$18.95 /pack	Pacific Business Forms, Inc.
11	HRD-305	Certification Form, 4-part	\$102.50 /pack	Pacific Business Forms, 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	\$35.58 /set	Pacific Business Forms, Inc.
13	SAF C-03	Requisition & PO, 5-part	\$35.45 /set	Pacific Business Forms, Inc.
14	SAF C-03	Requisition & PO, 6-part	\$41.62 /set	Pacific Business Forms, Inc.
15	SAF C-03	Requisition & PO, 7-part	\$42.34 /set	Pacific Business Forms, Inc.

Continuous Form, Carbonless

16	SAF C-03	Requisition & PO, 4-part	\$452.37 /M	Pacific Business Forms, Inc.
17	SAF C-03	Requisition & PO, 5-part	\$207.12 /M	Pacific Business Forms, Inc.
18	SAF C-03	Requisition & PO, 6-part	\$225.80 /M	Pacific Business Forms, Inc.
19	SAF C-03	Requisition & PO, 7-part	\$255.46 /M	Pacific Business Forms, Inc.

Imprinting and Pre-Numbering

IMPRINTING charge	\$120.00
PRE-NUMBERING charge	\$30.00

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	\$32.71 /ream	Pacific Business Forms, Inc.
21	Non-Printed Carbonless Paper for printing of form SAF D-70, 8-1/2" x 11", single sheet, goldenrod color, with 2 standard holes drilled at top for filing, compatible with copiers and laser printers	\$42.34 /ream	Pacific Business Forms, 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: _____
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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

Area #3

ORGANIZATION

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, 2016 to December 31, 2016

GROUP A - Various Standard Snap-Out Forms

Island Key

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

L=Lanai
V=Various

Bid Item No.	1	2a	2b	2c			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	B-24 imprint	B-24 pre-#	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

Island	AGENCY / DIVISION / PROGRAM	Contact Name															
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O	DAGS/Accounting - UARB	Denise Inouye								2							
O	DAGS/ASO	Audrey Uto								1							
O	DAGS/Automotive Management	Hugh Sonoda			30		x	x									
O	DAGS/CSD	Zayna Sakuma								6							
O	DAGS/Elections	Sheri-Ann Longoria							6		1						
O	DAGS/Stadium	Isabelle Nishimoto		5				x	5								
O	DAGS/SFCA	Susan Naanos							4								1
O	DAGS/SPO	Traci Toguchi							4								2
O	DOA/ASO/Fiscal Office	Kimberli Hayashi									3						7
O	AG/ASO/Fiscal	Kapiolani Teves									2			1			
O	AG/CED/Notary	Deborah Gonzales		50													
O	B&F/Administrative & Research Office	Shirley Chan									3						3
O	B&F/Employees' Retirement System	Lori Enos			2			x									
O	DBEDT/ASO/Fiscal Office	Linda Tanna							2								
O	DCCA/BREG	Pam Heya	10							4							
O	DCCA/PUC	Aletta Chau			10		x	x			1			1	1		
O	DOD/Office of Veteran Services	Kim Magday			10		x	x									
O	HSPLS/LSS	Jan Townsend								25							50
O	DHHL/Fiscal Office	Christie Lum							10		2		1				
O	DOH/CAMHD	Janet Ledoux				4		x			1						6
O	DOH/DOCD	Ecstasy Richard							4	4							2
O	DOH/EMD/EHSD	Sheryl Kajiyama	1			20		x									6
O	DOH/FHSD	Iris Okumura			1												2
O	DOH/FHSD/WIC	Duane Bicoy Jr				2											
O	DHS/FMO/Accounting	Phyllis Uyehara			10												
O	DHS/BPMP	Fran Yanagisawa								1	1						
O	DHS/BESSD/SB/SSO	Juvy Abad			30						3			3	4		
O	DHS/SSD/CWS	Dara Kauaihilo							1								
O	DHS/SSD/CWSB/OCWSS1/OSSU2	Christie Muyano								3							
O	DHS/SSD/CWSB/OCWSU2	Florance Oliver								11							
O	DHS/SSD/CWSB/OCWSS2	Darlene Corn												1			
O	DHS/SSD/CWSB/OCWSS2/WOCWSU2	Amelia Miyataki							3								
O	DHS/SSD/CWSB/OCWSS3/IU 3	Verna Zuniga-Okazaki							1								
O	DHS/SSD/EOCWS 3	Grace Oba									1			1	1		
O	DHS/SSD/CWSB/OCWSS4/EOCWSU1	Flo Wong							4		1			1	3		
O	DHS/SSD/APCSB/OAPCSS	Susan Perkins															1
O	DHS/DVR/ddb	Wendy Javillo							4								2
O	DHS/OYS/HYCF	Heather Hicks							50								12
O	DHS/MQD/PPDO	Renee Konen									1		1	1	2		
H	DHS/BESSD/NIB/WHS	Jill Low				6											
M	DHS/SSD/MAPCSS	Michelle Vida															1

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
January 1, 2016 to December 31, 2016

MO	DHS/BESSD/NIB/Molokai	Bridget Mowat															1			1				
K	DHS/SSD/CWSB/KCWSS	Kathryn Brier																1						
K	DHS/DVR/DDB	Rowena Fukushima																					1	
K	DHS/BESSD/NIB/Kauai/Admin	Karen Muraoka				6							3									1	3	
O	JUD/Staff Attorney's Office	Karen Kimm																				1		
O	JUD/ Office of the Public Guardian	Karen Kimm									2													
O	JUD/ITCD	Merlita Lagura											4											
O	JUD/Human Resources	Nadine Rauschenburg																6						
O	JUD/FC/CC1	Diane Isobe											15											
O	JUD/1DC/DC Ju	Laurie Ann Kepa											10											
O	JUD/1DC/Legal Documents 2	Colette Alanis			400								6											
O	DLIR/WDD-Adm	Myrna Suzuki															2						2	
O	DLIR/UI-Adm	Cindy Yoshida																1						
O	DLIR/HIOSH	Deidre Yamasaki				12			x	x														
O	DLIR/ASO-State	Francis Kagawa				50														3	1			3
M	DLNR/DBOR/Maalaea SBH	Christina Magaoay															5						2	4
K	DLNR/DBOR/Niumalu Rd	Florence Rasay																					2	
O	DLNR/DOCARE/Admin	Norine Oyasato																					10	3
H	DLNR/DOCARE/Hawaii Br	Norine Oyasato																					10	
M	DLNR/DOCARE/Maui Br	Norine Oyasato																					6	
O	DLNR/DOFAW/Admin	Michelle Del Rosario															5							
H	DLNR/DOFAW/Hawaii Br	Raquell Shigematsu																					10	10
O	DLNR/HP	Cicely Lorenzo-Ganir				40																		
O	DLNR/HP	Alexis Caramonte															2							
O	DLNR/Land	Kim Kelihoomalua																						2
O	DLNR/SP/Admin	Adaline Cummings																					2	
O	DLNR/SP/Oahu District	Candice Komoda																					2	
H	DLNR/SP/Hawaii District	Charlene Pascual																					2	
K	DLNR/SP/Kauai District	Lynnette Lagazo																					2	
O	DLNR/DAR	Mari-Ali Belton															4							
O	PSD/Admin/PER	Myrna Yamane																					2	2
O	PSD/Admin/FIS	Emily Matsumoto																					2	
O	PSD/Health Care	Tracey Labanon-Gomes																					28	
O	PSD/CVCC	Joy Takatsuka																					1	1
O	PSD/CPS/Substance Abuse	Gina Kaneaupio																					12	1
O	PSD/CPS/Education	Valerie Nakamura																					10	1
O	PSD/CPS/Library	Terrilynn Reyes																					12	1
O	PSD/OCCC	Nyrie Salcedo																					4	1
O	PSD/HCF	Theo Leatumauga																					160	10
O	PSD/WCCC	Tracy Iwamoto-Dias																					40	
O	PSD/WCF	Walter Zaharevitz																					20	3
O	PSD/OISC	Merlene Wong																					3	
O	PSD/SD/Admin	Nalani Myer																					10	10
O	PSD/TSD	Blanche Isaki																					2	
H	PSD/HCCC	Tessie Brown				3	10																100	10
H	PSD/HISC	Chris Ebanez																					2	
H	PSD/KCF	Nyla Silva				10																	30	8
K	PSD/KCCC	Darlene Agustin				75																	26	
O	LEG/Senate	Debbie Aki				1																		1
O	DOTAX/ASO	Leslie Inouye				50																	40	
O	DOT/Airports/Personnel	Analiza Malonzo																						5
O	DOT/Airports/Maintenance	Anne Hayashi																					16	
O	DOT/Airports/Oahu District	Teena Narido																					5	5

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
January 1, 2016 to December 31, 2016

H	DOT/Airports/Kona International Airport	Julie Okuna													2				
K	DOT/Airports/Kauai	Terri Laguatan							10						2		1	10	
M	DOT/Airports/Maui District	Brian Kamimoto			50					50					10		10	50	
O	DOT/Administration/BUS	Kevin Nako																3	
O	DOT/Harbors/Personnel	Candice Shintani								2					2		1	2	
O	DOT/Harbors/Fiscal	Aurora Bigelow								6									
O	DOT/Harbors/Oahu District	Ameria Childress								10								10	
O	DOT/Harbors/Office Services	Barbara Young																1	
M	DOT/Harbors/Maui District	Brandie Shimabukuro			10						x								
O	DOT/Highways/Personnel	Erline Takiguchi													19		5	2	8
GROUP A - Total by Island:																			
		Oahu	12	455	245	26		8	113	497	10	56	0	2	24	169	0		
		Hawaii	0	3	20	6		0	30	124	50	2	0	0	0	28	0		
		Maui	0	0	10	50		5	0	61	0	12	0	2	12	55	0		
		Kauai	0	0	81	0		0	10	7	26	3	0	0	2	14	0		
		Lanai	0	0	0	0		0	0	0	0	0	0	0	0	0	0		
		Molokai	0	0	0	0		0	0	0	0	1	0	1	0	0	0		
GROUP A - TOTAL ALL ISLANDS			12	458	356	82		13	153	689	86	74	0	5	38	266	0		
			pks	bks	bks	bks		pks	pks	pks	pks	pks	pks	pks	pks	pks	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, 2016 to December 31, 2016

GROUP B - SAF C-03 Requisition and PO Form

Island	AGENCY / DIVISION / PROGRAM	Contact Name	Bid Item No.	12	13	14	15	16	17	18	19	est. imprint /pre-# rqmts	
				PART I: Snap-Out, Single Sets				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/Audit	Carmen Cabrerros			1								x
O	DAGS/Campaign	Ellen Kojima			1							x	x
O	DAGS/Elections	Sheri-Ann Longoria			20								x
O	DAGS/PWD	Debbie Lopez									2000	x	
O	DAGS/Stadium	Isabelle Nishimoto						1000					
O	DAGS/SFCA	Susan Naanos								2000			
O	DAGS/Survey	Lynn Kau			2							x	x
K	DAGS/KDO	Karene Kawamoto								2000			
O	DBEDT/ASO/Fiscal	Linda Tanna			5							x	x
O	DBEDT/HTDC	Gail Yamasaki			4							x	x
O	DBEDT/OP	Iris Mishima			5							x	
O	DCCA/BAC	Pam Heya			6								
O	DCCA/BREG	Pam Heya							1000				
O	DOD/State Fiscal Office	Teresa Lee					3						
O	DOD/Office of Veteran Services	Kim Magday					2						
O	DOD/Hawaii Youth Challenge Academy	Dennis Agbisit					6						
H	DOD/Hawaii Youth Challenge Academy	Stacy Calicdan					4						
O	DOD/State Civil Defense	Evelyn Kobayashi									1000	x	
O	DHHL/Fiscal Office	Christe Lum								1000			
O	DHS/AQCRO/QC	Sherry Nishimura			2								
O	DHS/AAO	Mona Asato			5								
O	DHS/SSD/Adm	Suzy Mahelona			3								
O	DHS/SSD/CWSB/OCWSS2/WOCWS2	Amelia Miyataki			2								
O	DHS/SSD/APCSB/FGP	Rhoda Banasihan			10								
O	DHS/SSD/CWSB/OCWSS2/WOCWS2	Darlene Corn			2								
O	DHS/SSD/CWSB/OCWSS3/IU 1	Verna Zuniga-Okazaki			1								
O	DHS/SSD/EOCWS 3	Grace Oba					6						
O	DHS/SSD/CWSB/OCWSS4/EOCWSU 1	Flo Wong				10							
H	DHS/SSD/CWSB/WHS	Mona Graves			10								
H	DHS/SSD/APCSB/FGP	Sandra Hamano			2								
K	DHS/SSD/APCSB/FGP	Kimberly Chow							2000				
K	DHS/SSD/CWSB/KCWSS	Kathryn Brier				10	10						
M	DLNR/DBOR/Maalaea SBH	Cristina Magaoay					5					x	
K	DLNR/DBOR/Niumalu Rd	Florence Rasay					2						
O	DLNR/HP	Alexis Caramonte					3						
O	DLNR/LAND	Kim Kelihoomalua					2					x	x
M	DLNR/LAND	Kim Kelihoomalua					1					x	x
O	DLNR/OCCL	Sharleen Kuba					1						
O	PSD/CVCC	Joy Takatsuka								3000			
O	PSD/OISC	Merlene Wong									1000		
H	PSD/KCF	Nyla Silva									2000		
M	PSD/MISC	Marie Duarte									1000		

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
January 1, 2016 to December 31, 2016

O	LEG/Senate	Debbie Aki			12								x	x
O	DOT/Airports/VIP	Claudine Kusano				2							x	x
O	DOT/Harbors/Oahu District Business Services	Violette Ibarra								1000				
GROUP B - Total by Island														
		Oahu	12	69	12	23	1000	1000	7000	4000				
		Hawaii	0	12	0	4	0	0	0	2000				
		Maui	0	0	0	6	0	0	0	1000				
		Kauai	0	0	10	12	0	2000	2000	0				
GROUP B - TOTAL ALL ISLANDS			12	81	22	45	1000	3000	9000	7000				
			sets	sets	sets	sets	sets	sets	sets	sets				

Snap-out Form = 100/set; Continuous = min. order is 1000 sets

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, 2016 to December 31, 2016

GROUP C - Non-Printed Carbonless Paper

Island	AGENCY / DIVISION / PROGRAM	Contact Name	Bid Item No.	20	21
			Description:	Canary color Carbonless paper (reams)	Goldenrod color Carbonless paper (reams)
				-	-
O	DAGS/Accounting- Pre-Audit	Sheila Walters/Shawn Tanji		2	3
O	DAGS/Accounting- UARB	Denise Inouye		4	
O	DAGS/Accounting- Systems Acctng	Kurt Muraoka			2
O	DAGS/PWD	Debbie Lopez		2	
O	DAGS/Stadium	Isabelle Nishimoto		1	
O	DAGS/SFCA	Susan Naanos		4	
O	DOA/ASO/Fiscal	Kimberli Hayashi			3
O	AG/ASO/Fiscal	Kapiolani Teves		2	
O	AG/HCJDC	Marian Arela		2	
O	B&F/Administrative & Research Office	Louisa Lee		2	1
O	B&F/Financial Administration Division	Cathy Young		1	
O	DBEDT/ASO/Fiscal Office	Linda Tanna		4	1
O	DBEDT/HCDA	Chrissie Lu		2	
O	DBEDT/HTDC	Gail Yamasaki		3	1
O	DBEDT/HHFDC	Merwin Galicinao			1
O	DOD/State Fiscal Office	Teresa Lee		2	1
O	Office of the Governor	Krystle Hara		1	1
O	DHHL/Fiscal Office	Christe Lum		10	1
O	DOH/EMD	Sheryl Kajiyama		2	
O	DHRD	Lynette Yokoyama			1
O	DHS/FMO/Acctg/PASII	Phyllis Uyehara		30	
O	DHS/FMO/PA	Eloise Uehara		10	
O	DHS/OYS	Rachel Yanos		1	
O	DHS/MQD/FO	Darlene Silva		5	
O	JUD/COA/Supreme Court	Sandra Miyasato		2	
M	JUD/FC/CC1	Diane Isobe		2	
O	JUD/1DC/FiscalAcctng	Tiann Kelai		10	
O	JUD/1DC/District Court/Fiscal Purchasing	Pearl Murakami		1	
O	DLIR/UI-Adm	Cindy Yoshida		3	
O	DLIR/ASO-Federal	Nancy Gakiya		8	
O	DLNR/DBOR	Cami Miyakado		14	
O	DLNR/BOC	Debbie Cheong		10	
O	DLNR/HP	Alexis Caramonte		1	
O	DLNR/ASO	Linda Wong		10	
O	PSD/Admin/Fiscal	Emily Matsumoto		8	4
O	PSD/OCCC	Nyrie Salcedo		1	
O	PSD/WCCC	Tracy Iwamoto-Dias		1	
O	PSD/WCF	Walter Zaharavitz		1	
O	PSD/CI	Janice Arakaki		2	
O	PSD/HCF	Theo Leatumauga		2	
H	PSD/HCCC	Tessie Brown		1	

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
 January 1, 2016 to December 31, 2016

H	PSD/KCF	Nyla Silva		1	
K	PSD/KCCC	Darlene Agustin		1	
O	DOTAX/ASO	Leslie Inouye		50	
O	DOT/Airports/Fiscal Office	Kay Hikichi		1	
O	DOT/Administration/BUS	Kevin Nako			1
GROUP C - Total by Island:					
		Oahu	215		21
		Hawaii	2		0
		Maui	2		0
		Kauai	1		0
GROUP C - TOTAL ALL ISLANDS			220		21

reams

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