DAVID Y. IGE
GOVERNOR

SARAH ALLEN
ADMINISTRATOR

PAULA A. YOUNGLING
ASSISTANT ADMINISTRATOR

STATE OF HAWAII
STATE PROCUREMENT OFFICE

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 587-4700
email: state.procurement.office@hawaii.gov
http://spo.hawaii.gov

April 4, 2016

TO: Executive Departments/Agencies
(Excludes DOE, HHSC)
Office of Hawaiian Affairs
University of Hawaii

FROM: Sarah Allen, Administrator

SUBJECT: **Change No. 23**
SPO Price List Contract No. 01-15
LETTERHEAD, ENVELOPES AND BUSINESS CARDS
Price List Contract is continuous
(IFB-01-042-O)

The following changes have been made to the price list contract:

- The contact information for the Executive jurisdiction is updated.
- The contractor contact information for Department of Public Safety - Hawaii Correctional Industries (HCI) is updated.

The current price list contract incorporating Change No. 23 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 Lori Cervantes at (808) 587-3355 or email lori.m.cervantes@hawaii.gov.

STATE OF HAWAII
STATE PROCUREMENT OFFICE

SPO Price List Contract No. 01-15
Replaces SPO PL Contract No. 00-19
Includes Change No. 23
Revised: 04/01/2016

LETTERHEAD, ENVELOPES, AND BUSINESS CARDS

(IFB-01-042-O)
Continuous

PARTICIPATING JURISDICTIONS listed below have signed a cooperative agreement and/or a memorandum of agreement with the SPO and are authorized to utilize this price list contract.

Executive Departments/Agencies
(Excludes DOE, HHSC)
Office of Hawaiian Affairs
University of Hawaii

The participating jurisdictions are not required but may purchase from this price list contract, and requests for exception from the contract is not required. Participating jurisdictions are allowed to purchase from other contractors; however, HRS chapter 103D and the procurement rules apply to purchases by using the applicable method of procurement and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources is at the discretion of the participating jurisdiction.

POINT OF CONTACT. Questions regarding the products listed, ordering, 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 (Excludes DOE and HHSC)	Lori Cervantes	587-3355	586-0570	lori.m.cervantes@hawaii.gov
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
UH	Matthew Chow (Primary) Karlee Hisashima	956-2765 956-8687	956-2096 956-2093	chowmatt@hawaii.edu karlee@hawaii.edu

CONTRACTORS The following Contractor is authorized to provide Letterhead, Envelopes, and Business Cards to the State of Hawaii.

Department of Public Safety - Hawaii Correctional Industries (HCI)

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.

PO's must include the following information. Incomplete purchase orders will be returned. The order form may be submitted along with the purchase order in order to expedite the order.

1. SPO Price List No. 01-15
2. Name, telephone number, and fax number of requisitioner
3. Delivery and billing addresses
4. Item number, description, quantity
5. Unit price, total price

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, excluding OHA and UH 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. 01-15 shall be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 01-15 shall be notated on the appropriate transaction document.

UNIT PRICES. Group I (Letterhead) and Group II (Envelopes), will incur an estimated 20% shipping and handling charge for all neighbor islands.

Unit prices for Group III (Business Cards) will be quoted per order.

Due to the unstable paper market and other market conditions, unit prices are subject to change.

Note: Do <u>not</u> add Hawaii State General Excise Tax to your P.O. HCI does not pay this tax.

PROOFS. EVERY ORDER, new and repeat, requires a signed approval of the final proof BEFORE production can begin.

1. Proof approval is the customer's responsibility. NO EXCEPTIONS.

2. If an error is found after the proof is approved by the customer and the job has been completed, the customer will be charged for any re-do requested.

TIME FRAMES

1. Standard jobs will be delivered within 15 working days of RECEIPT OF THE FINAL APPROVED PROOF, subject to the complexity of the job requirements.

2. Jobs required in less time are subject to a RUSH CHARGE of 25% of the cost of the job, with a minimum of $10.

ALTERATION CHARGES. Customers will be charged $40 an hour for alterations after HCI's receipt of the third and/or final approved proof from the customer.

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.

Contractor Information

Department of Public Safety
Hawaii Correctional Industries (HCI)

ADDRESS

Business Address:
99-902 Moanalua Rd.
Aiea, HI 96701

CONTACT INFORMATION

Primary Contact:	Justin Ouchi	*Direct Line:*	(808) 485-5173
Email:	Justin.s.ouchi@hawaii.gov	*Fax:*	(808) 485-3580

GROUP 1: LETTERHEAD, white, 20 lb. Sub., 500 Sheets/Ream

Composition of letterhead may include any of the following:

1. Standard lettering in black ink. Add $25.00 set up fee plus $2.00 per ream (500 sheets) for EACH color other than black.
2. State seal
3. Governor's name
4. Name(s) of Director and/or Deputy. In lieu of the foregoing, name(s) of other officials. State of Hawaii followed by name of department, division, address, and/or P.O. Box number, zip code, telephone number and fax number.
5. Cable address
6. Line(s) for file and/or reference number
7. List of divisions or commission members, not to exceed 10 lines. Add $2.50 for each additional line.
8. Line for Affirmative Action and Equal Opportunity employer, centered at page bottom.

			QUANTITY DISCOUNT SCHEDULE				
Item No.	Description	Unit Price per Ream ($)	1-4 ($)	5-9 ($)	10-19 ($)	20-29 ($)	30+ ($)
1	8-1/2" x 11", 25% rag content	38.00	38.00	34.00	30.00	26.00	22.00
2	8-1/2" x 11", 100% rag content	64.00	64.00	58.00	52.00	46.00	40.00
3	8-1/2" x 11", w/ "MEMORANDUM", 25% rag content	38.00	38.00	34.00	30.00	26.00	22.00
4	8-1/2 "x 5-1/2", 25% rag content	28.00	28.00	25.00	22.00	19.00	16.00
	Second Sheet – No Printing						
5	8-1/2 "x 11", 25% rag content	18.00	18.00	17.00	16.00	15.00	14.00
6	8-1/2 "x 11", 100% rag content	37.00	37.00	36.00	35.00	34.00	33.00

ISLAND OF OAHU: Price above includes Delivery and Handling.
ISLANDS OF HAWAII, MAUI, KAUAI, LANAI AND MOLOKAI: Shipping will be charged as a separate line item. Estimated Shipping and Handling Charge is 20%. HCI will choose the most economical method for shipping, unless otherwise directed by ordering agency.

GROUP II: IMPRINTED ENVELOPES, 24 lb., white wove

Composition of envelope may include any of the following

1. Standard lettering in black ink. Add $25.00 set up fee plus $2.00 per box for EACH color other than black.
2. State seal
3. Department and Division
4. Address and/or P.O. Box Number, zip code, telephone number, and fax number

ENVELOPES have regular rounded commercial flaps and are boxed 500/box. Envelope sizes are as follows:

Size 10	9-1/2" x 4-1/8"
Size 9	8-7/8" x 3-7/8"
Size 6-3/4	6-1/2" x 3-5/8"

			QUANTITY DISCOUNT SCHEDULE				
Item No.	Description	Unit Price per Box ($)	1-4 ($)	5-9 ($)	10-19 ($)	20-29 ($)	30+ ($)
1	Size 10, regular	40.00	40.00	35.00	30.00	25.00	20.00
2	Size 10, window	42.00	42.00	37.00	32.00	27.00	22.00
3	Size 6-3/4, regular	41.00	41.00	36.00	31.00	26.00	21.00
4	Size 6-3/4 window	46.00	46.00	41.00	36.00	31.00	26.00
5	Size 9, Business Reply	50.00	50.00	45.00	40.00	35.00	30.00

ISLAND OF OAHU: Price above includes Delivery and Handling.
ISLANDS OF HAWAII, MAUI, KAUAI, LANAI AND MOLOKAI: Shipping will be charged as a separate line item. Estimated Shipping and Handling Charge is 20%. HCI will choose the most economical method for shipping, unless otherwise directed by ordering agency.

GROUP III: BUSINESS CARDS

All prices are per box. There are 500 cards in a box. MINIMUM ORDER is one box. All prices include typesetting and graphics in a standard format that include the following:

1. One name
2. Standard state logo
3. Standard stock paper
4. Black ink

EXTRA CHARGES

1. Printing on the back, add $30.00 per box for black ink; add $50.00 per box for two colors
2. Non-standard stock, add $30.00 per box
3. Standard gold foil stamping, contact HCI
4. Non-standard gold foil stamping; contact HCI
5. Additional boxes of identical cards, black ink $25.00 per box
6. Additional boxes of identical cards, black ink, one PMS color, $30.00 per box
7. Additional boxes of identical cards, one color (not black), $25.00 per box
8. Additional boxes of identical cards, two sided, $30.00 per box for black ink; add $50 per box for two colors
9. Any other specialty requests or questions, contact HCI.

Item No.	Description	Unit Price per Box ($)
1	One name, one color, black ink	65.00
2	One name, black ink, one PMS color	80.00
3	One name, one color (other than black)	75.00

ISLAND OF OAHU: Price above includes Delivery and Handling.
ISLANDS OF HAWAII, MAUI, KAUAI, LANAI AND MOLOKAI: Shipping will be charged as a separate line item. Estimated Shipping and Handling Charge is 20%. HCI will choose the most economical method for shipping, unless otherwise directed by ordering agency.