DAVID Y. IGE
GOVERNOR

SARAH ALLEN
ADMINISTRATOR

STATE OF HAWAII
STATE PROCUREMENT OFFICE

P.O. Box 119
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http://spo.hawaii.gov

April 15, 2016

TO: Executive Departments/Agencies
Department of Education
(Excludes Charter Schools)
Office of Hawaiian Affairs
House of Representatives
Senate
Judiciary
City and County of Honolulu
Honolulu City Council
Honolulu Board of Water Supply
Honolulu Authority for Rapid Transportation
Maui County Council

FROM: for Sarah Allen, Administrator

SUBJECT: **Change No. 35**
SPO Price and Vendor List Contract No. 11-07
OFFICE SUPPLIES AND PRINTER CARTRIDGES – STATEWIDE
RFP-10-003-SW
Expires: October 31, 2016

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

1. The Oahu Contact Information for Office Depot, Inc. and Its subsidiary OfficeMax North America, Inc. is updated.
2. On Price List, Group 5: Dated Products, pricing is increased for 2017 products.

Item No.	Brief Description	Brand Name / Product No.	Old Price	New Price
GROUP 5: DATED PRODUCTS				
238	Jumbo Book Style, 3-1/2"x6"	AT A GLANCE/E51750	$4.47 ea	$4.51 ea
239	Wall/Desk Calendar, 22"x17"	AT A GLANCE/SK2400	$1.67 ea	$1.77 ea
240	12-Month Wall Calendar, 24"x36"	AT A GLANCE/PM21228	$6.90 ea	$7.20 ea
241	Weekly, Appt Book, 8"x11"	AT A GLANCE DAY MINDER/G52000	$4.08 ea	$4.38 ea
242	Monthly, 6-7/8"x8-3/4"	AT A GLANCE DAY MINDER/G40000	$3.39 ea	$3.59 ea
243	Monthly, 7-7/8"x11-7/8"	AT A GLANCE DAY MINDER/G47000	$2.45 ea	$2.65 ea
FOR ALL DATED PRODUCTS: Orders for calendars should be placed before September 30, 2016 to guarantee availability. Once the manufacturer sells out of an item, it will not be available for the remainder of that calendar year.				

3. On Price List, Group 2: Recycled Office Paper, paper brand is changed from Boise to Xerox for Item No. 202 and 203.
4. Compliance listed on page 2 is replaced with:

   COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Price and Vendor List Contract No. 11-07. *No further compliance verification is required prior to issuing a contract, purchase order or pCard payment when utilizing this contract.*

The current price and vendor list contract incorporating Change No. 35 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 and Vendor List Contract No. 11-07
Replaces SPO VL Contract No. 07-28
Includes Change No. 35
Effective: 04/15/2016

OFFICE SUPPLIES AND PRINTER CARTRIDGES - STATEWIDE

(RFP-10-003-SW)
November 1, 2010 to October 31, 2016

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 and vendor list contract.

Executive Departments/Agencies
Department of Education (DOE)
(Excludes Charter Schools)
Office of Hawaiian Affairs (OHA)
House of Representatives (House)
Senate
Judiciary

City and County of Honolulu (C&C Honolulu)
Honolulu City Council
Honolulu Board of Water Supply
Honolulu Authority for Rapid Transportation (HART)
Maui County Council

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

POINTS OF CONTACT. Questions regarding the products listed, ordering, pricing, and status should be directed to the Contractor(s).

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
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.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

Jurisdiction	Name	Phone	FAX	E-mail
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	bfspurchasing@honolulu.gov
Honolulu City Council	Clayton Wong	768-5084	768-5011	cwong@honolulu.gov
Honolulu Board of Water Supply	Vicki Kitajima	748-5151	550-9193	vkitajima@hbws.org
HART	Nicole Chapman	768-6135	768-5110	nchapman@honolulu.gov
Maui County Council	Ross Izumigawa	270-7661	270-7686	ross.izumigawa@mauicounty.us

USE OF THIS PRICE AND VENDOR 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 and vendor list contracts.

A listing of these nonprofit organizations is available at the SPO website: http://spo.hawaii.gov. Click on *For Vendors > Non-Profits > Cooperative Purchasing Program > View the list of qualifying nonprofits eligible to participate in cooperative purchasing.*

If a nonprofit wishes to purchase from an SPO price or vendor list contract, the nonprofit must obtain approval from each Contractor (participation must be mutually agreed upon, for example). A Contractor may choose to deny participation by a nonprofit. However, if a nonprofit and Contractor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than an SPO price or vendor list Contractor(s).

CONTRACTORS. The following Contractors are authorized to provide Office Supplies and Printer Cartridges to the State of Hawaii.

Conrad Enterprises, Inc.
EDP Products Co., Inc.
Hawaii Stationery Co., Ltd. dba HSC Office Products
Office Depot, Inc. and Its subsidiary Office Max North America, Inc.
Fisher Hawaii, Inc. dba Fisher Hawaii
PC Specialists, Inc. dba Technology Integration Group (TIG)

VENDOR CODES for annotation on purchase orders are obtainable from the *Alphabetical Vendor Edit Table* 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(s) named in the SPO Price and Vendor List Contract No. 11-07. *No further compliance verification is required prior to issuing a contract, purchase order or pCard payment when utilizing this contract.*

SECTION 3-124-26, Hawaii Administrative Rules (HAR), mandates State agencies and encourages County agencies to purchase recycled paper. Exceptions to this section may be taken when statutory, regulatory, or contractual requirements preclude the purchase of recycled paper.

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive department/agencies, excluding the DOE and OHA, 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 Price and Vendor List Contract No. 11-07 will be typed on purchase orders issued against this price and vendor list contract. For pCard purchases, the SPO Price and Vendor List Contract No. 11-07 shall be notated on the appropriate transaction document.

QUALITY OF PRODUCT. All supplies excluding printer cartridges furnished under this contract shall be new and of the best quality of its respective kind. It shall be free from defects which may render it unfit for use. Damaged, defective, rejected or unacceptable items shall be immediately replaced with items of the same quality within one week of notification. Failure to replace any unacceptable item shall not relieve the Contractor from the responsibility imposed upon them by the contract. No payment, whether partial or final, shall be construed to be an acceptance of unacceptable supplies.

All Printer Cartridges furnished under this contract, if found defective, shall be replaced by the Contractor if agency can prove purchase during the Contractor's contract period and expiration date, if any, has not lapsed.

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 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.

CONTRACTOR INFORMATION.

Conrad Enterprises, Inc.

Business Address:
301 Sand Island Access Road
Honolulu, HI 96819

Remittance Address:
Same as business address

Contact Person(s):
Cheryl Sasaki
Phone: (808) 356-2361
Email: clsasaki@cehawaii.com

Terri Sasaki
Phone: (808) 356-2354
Email: tlsasaki@cehawaii.com

Fax: (808) 848-8916

EDP Products Co, Inc.

Business Address:
99-1112 Iwaena Street
Aiea, HI 96701

Remittance Address:
Same as business address

Contact Person:
Robynne Mahi
Phone: (808) 486-8686
Fax: (808) 488-9768
Email: robynne@edphawaii.com

Hawaii Stationery Co., Ltd. dba HSC Office Products

Business Address:
99-1418 Koaha Place
Aiea, HI 96701

Remittance Address:
HSC Office Products
P.O. Box 1301
Aiea, HI 96701

Contact:
Order Desk
Phone: (808) 486-3200
Email: insidesales@hscofficeproducts.com

Fax: (808) 486-3111

Office Depot, Inc. and Its subsidiary OfficeMax North America, Inc. (Payment to OfficeMax)

Business Address:
94-1489 Moaniani Street
Waipahu, HI 96797

Remittance Address:
P.O. Box 79515
City of Industry, CA 91716

OAHU Contact Person(s):
Lillian Hanohano
Phone: (808) 676-3184
Email: lillian.hanohano@officedepot.com

Germaine Moniz
Phone: (808) 676-3154
Email: germaine.moniz@officedepot.com

Fax: (808) 676-3155

HAWAII Contact Person:
Jan Takeya
Phone: (808) 557-8407
Fax: (808) 961-2737
Email: janice.takeya@officedepot.com

MAUI Contact Person:
Lisa Hovey
Phone: (808) 873-3462
Fax: (808) 871-6914
Email: lisa.hovey@officedepot.com

KAUAI Contact Person:
Terri Nakamatsu
Phone: (808) 634-6110
Fax: (808) 245-1657
Email: theresa.nakamatsu@officedepot.com

Website: http://www.officemaxworkplace.com

Fisher Hawaii, Inc. dba Fisher Hawaii

Business Address:
450 Cooke Street
Honolulu, HI 96813

Remittance Address:
Same as business address

Contact:
Outside Sales
Phone: (808) 687-5235
Phone: (808) 687-5234
(808) 687-5233
(808) 687-5232
Fax: (808) 585-8925
Email: outsidesalesorders@fisherhawaii.net
Website: http://www.fisherhawaii.biz

PC Specialists, Inc. dba Technology Integration Group (TIG)

Business Address:
1221 Kapiolani Blvd., #410
Honolulu, HI 96814

Remittance Address:
P.O. Box 85244
San Diego, CA 92186-5244

Contact Person(s):
Roland Yee
Phone: (808) 524-6652 x1562
Email: Roland.Yee@tig.com

Mary Ibara
Phone: (808) 524-6652 x1560
Email: Mary.Ibara@tig.com

Fax: (808) 536-2845
Website: www.tig.com

GENERAL INFORMATION. This is a price and vendor list contract to allow agencies to purchase items from the Core List (hereinafter "Price List") attached, or, for items not available on the Price List, from the vendors listed on the *Vendor List Instructions*. Agencies using the vendor list are required to obtain a minimum number of quotes. Refer to the *Vendor List Instructions* herein.

Issuing a Price and Vendor List contract provides agencies the use of Price List portion with the best prices on the items the State uses the most; while the Vendor List portion adds flexibility as not all individuals prefer to use the exact same office supply (ex: pens).

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. General excise tax shall not be applied to delivery charges.

ORDERING on a timely basis is the responsibility of each agency. Orders shall be issued on an as-needed basis during the price list contract period, and will use either the pCard or purchase order when placing order(s). Contractors are not obligated to accept any order received after the contract expiration date, however, Contractors shall fill timely orders for which delivery may extend beyond the expiration date. Agencies shall not issue purchase orders specifying delivery after the price and vendor list contract expiration date. At time of order, agencies shall specify where their order is to be delivered. When requested by the Contractor, ordering agencies shall provide information regarding the delivery locations special access conditions. This includes security, platforms, steps, curbs, and accessible ramp way or doorway widths to navigate, if the items are to be brought up or down any flight(s) of stairs and if no elevator is available. Agencies should not cancel special orders.

DELIVERIES. The Contractor shall contact the appropriate agency to coordinate delivery arrangements.

On-Island Deliveries (agency and Contractor's warehouse located on the same island).

In-Stock items: ordering agencies shall have the option of having in-stock items available for pick up on a will-call basis within three (3) business days from receipt of order or, for orders totaling $25.00 or more (excluding GET), having the in-stock items delivered to an office location on that island, within five (5) business days. Deliveries on orders totaling less than $25.00 (excluding GET) will be at the option of the Contractor.

Non-Stocked items: ordering agencies shall have the option of having the non-stocked items available for pick up on a will-call basis within thirty (30) business days from receipt of order or, for orders totaling $25.00 or more (excluding GET), having the non-stocked items delivered to an office location on that island, within thirty five (35) business days. Deliveries on orders totaling less than $25.00 (excluding GET) will be at the option of the Contractor.

Off-Island Deliveries (agency and Contractor's warehouse not located on the same island).

In-Stock items: ordering agencies shall have in-stock items delivered to the address specified on their order within fifteen (15) business days from receipt of order. Should the Contractor have a retail or wholesale business located on the same island as the ordering agency, agencies located on that island shall have the option of having in-stock items available for pick up on a will-call basis within five (5) business days from receipt of order.

Non-Stocked items: ordering agencies shall have non-stocked items delivered to the address specified on their order within forty (40) business days from receipt of order. Should the Contractor have a retail or wholesale business located on the same island as the ordering agency, agencies located on that island shall have the option of having non-stocked items available for pick up on a will-call basis within thirty five (35) business days from receipt of order.

Shipping Charges for off-island delivery, if any, may be added as a separate line item. GET shall not be applied to delivery charges. Contractor shall notify the ordering agency of the exact amount that will be charged for shipping. Contractor shall not charge shipping charges without first obtaining approval from the ordering agency. Shipping charges shall be on the same invoice as the goods. Vendors have established a dollar level needed on orders to obtain delivery of goods at no cost.

Contractor may quote ordering agencies an estimated shipping charge. Once the order is processed, Contractor will notify and obtain approval from ordering agency to charge actual shipping costs. Agencies are discouraged from cancelling an order based on the cost of freight as long as the actual shipping charges do not exceed estimated shipping charges by more than $8.00.

Dollar Levels To Obtain Free Shipping:

Conrad Enterprises:	n/a
EDP:	$20,000.00
Fisher Hawaii:	n/a
Hawaii Stationery:	$15,000.00
OfficeMax:	$50.00 for Hawaii, Maui, Kauai; $150.00 for Lanai and Molokai
TIG:	$100.00

Recycled Office Paper. Orders for recycled office paper may require alternate arrangements for staggered delivery dates to accommodate large orders. For example, when there is only stairway access for delivery to another floor, only ten (10) cases of paper should be furnished in a day to that site. For delivery locations with no elevator, the vendor will deliver the paper to a first floor location. For delivery locations with an elevator, Contractor shall deliver to the ordering agency's requested location. It is the responsibility of the Contractor to ensure that all items are ultimately delivered to the designated areas and unloaded.

RE-STOCKING FEE. The flat rate re-stocking fee may be assessed to the agencies for orders placed and delivered, but for other than defective reasons are being returned or exchanged subject to the following conditions:

A. Fee Assessment shall apply per incident, not per line item or quantity

B. Fee assessment shall not apply if erroneous delivery of items is due to typographical error, regardless of fault. It shall be vendor's responsibility to verify that each item's branch, description and ordering number match before delivering item(s) to agency.

Fees:	Conrad Enterprises:	$50.00/incident
	EDP:	$25.00/incident
	Fisher Hawaii:	$20.00/incident
	Hawaii Stationery:	$25.00/incident
	OfficeMax:	$25.00/incident
	TIG:	$10.00/incident

INSPECTION. Any products, damaged, defective or spoiled, should not be accepted by the ordering agency and the Contractor shall be responsible for replacement. Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the Contractor within five (5) working days from delivery date.

Agencies should be alert of any scams where orders are falsely placed. All need to be vigilant in verifying the accuracy of each order being placed and received. If there is any suspicion of goods being delivered without proper documentation of the goods being ordered, please contact the State Procurement Office to report your findings.

PRICE LIST

Agencies can purchase items on this price list (pgs 9-20) without obtaining additional quotes.

QUICK REFERENCE:

GROUP 1: General Office Supplies	page 9-16
GROUP 2: Recycled Office Paper	page 17
GROUP 3: OEM Printer Cartridges	page 18
GROUP 4: Remanufactured Compatibles	page 19
GROUP 5: Dated Products	page 20

	description	brand name/product number	unit price	contractor
	GROUP 1: GENERAL OFFICE SUPPLIES			**OFFICEMAX**
	Binders (View, vinyl, with pockets)			
1	1/2" white	Officemax L2OM02772	$2.62 ea	OfficeMax
2	1/2" black	Officemax L2OM02771	$2.62 ea	OfficeMax
3	1" white	Officemax L2OM02765	$1.67 ea	OfficeMax
4	1" white, D-ring/EZ Turn ring	Officemax L2OM02986	$3.83 ea	OfficeMax
5	1" black	Officemax L2OM02767	$2.62 ea	OfficeMax
6	1" black, D-ring/EZ Turn ring	Officemax L2OM02987	$3.83 ea	OfficeMax
7	1-1/2" white	Officemax L2OM02769	$2.97 ea	OfficeMax
8	1-1/2" black	Officemax L2OM02768	$2.97 ea	OfficeMax
9	2" white	Officemax L2OM02774	$2.84 ea	OfficeMax
10	2" white, D-ring/EZ Turn ring	Officemax L2OM03001	$4.28 ea	OfficeMax
11	2" black	Officemax L2OM02773	$3.59 ea	OfficeMax
12	2" black, D-ring/EZ Turn ring	Officemax L2OM96773	$4.58 ea	OfficeMax
13	3" white	Officemax L2OM02786	$4.37 ea	OfficeMax
14	3" white, D-ring/EZ Turn ring	Officemax L2OM03065	$7.53 ea	OfficeMax
15	3" black	Officemax L2OM02785	$4.88 ea	OfficeMax
16	3" black, D-ring/EZ Turn ring	Officemax L2OM96210	$6.03 ea	OfficeMax
17	4" black, D-ring	Officemax L2OM96201	$8.06 ea	OfficeMax
	Binder Index Dividers			
18	5 tab, clear, economy	Avery L311466	$0.48 st	OfficeMax
19	5 tab, color, economy	Avery L311465	$0.47 st	OfficeMax
20	5 tab, clear - big tab, printable tabs	Avery L311110	$0.44 st	OfficeMax
21	5 tab, color - big tab, printable tabs	Avery L311109	$0.44 st	OfficeMax
22	8 tab, clear, economy	Avery L311468	$0.62 st	OfficeMax
23	8 tab, color, economy	Avery L311467	$0.74 st	OfficeMax
24	8 tab, clear - big tab, printable tabs	Avery L311112	$0.67 st	OfficeMax

	description	brand name/product number	unit price	contractor
25	8 tab, color - big tab, printable tabs	Avery L311111	$0.67 st	OfficeMax
Binding Case				
26	Binding Case, legal, 3-1/8" capacity	Globe-Weis F7B51H	$7.44 ea	OfficeMax
27	Binding Case, letter, 3-1/8" capacity	Globe-Weis F7B50H	$6.72 ea	OfficeMax
Calculator				
28	handheld, 8-digit, solar and battery	Officemax M1OM96127	$2.65 ea	OfficeMax
Chalk Board				
29	Anti-Dust Chalk	Prang N231144	$0.43 bx	OfficeMax
30	Felt Eraser, 2"x5"	Quartet N6804526	$2.10 ea	OfficeMax
Clipboard				
31	Letter Size, ~9" x ~12", metal clip, ~1" capacity, 1/8" hardboard	Officemax F7OM01920	$1.02 ea	OfficeMax
32	Legal size, ~9" x ~15", metal clip, ~1" capacity, 1/8" hardboard	Officemax F7OM01921	$1.15 ea	OfficeMax
Clips/Rings				
33	REMOVED DUE TO AMBIGUOUS SPECIFICATIONS			
34	Paper Clips, No.1, standard, steel wire, ~1-3/8" length, 100/bx, 10/pk	Officemax H4OM99149	$0.24 pk	OfficeMax
35	Paper Clips, Jumbo, non-skid, wire, ~1-3/4" length, standard, 100/bx, 10/pk	Officemax H4OM99146	$5.70 pk	OfficeMax
36	Paper Clips, Jumbo, smooth, wire, ~1-3/4" length, economy, 100/bx	Officemate H499914	$0.49 bx	OfficeMax
37	Paper Clips, Jumbo, smooth, wire, ~1-3/4" length, economy, 100/bx, 10/pk	Officemax H4OM99147	$0.71 pk	OfficeMax
38	Binder Clips, mini, 100/pk	Officemax H4OM99804	$1.16 pk	OfficeMax
39	Binder Clips, small, 36/pk	Officemate H4OM99802	$0.78 pk	OfficeMax
40	Binder Clips, med, 24/pk	Officemax H4OM99803	$1.30 pk	OfficeMax
41	Binder Clips, large, 48/pk	Officemax H4OM99274	$6.96 pk	OfficeMax
42	Looseleaf Rings, 3/4", 100/bx	Officemate H499700	$6.38 bx	OfficeMax
43	Looseleaf Rings, 1", 100/bx	Officemate H499701	$7.06 bx	OfficeMax
44	Looseleaf Rings, 1-1/4", 100/bx	Officemate H499702	$8.17 bx	OfficeMax
45	Looseleaf Rings, 1-1/2", 100/bx	Officemate H499703	$8.70 bx	OfficeMax
46	Looseleaf Rings, 2", 50/bx	Officemate H499704	$5.90 bx	OfficeMax
Files/Folders/File Accessories				
47	Pocket file, letter size, 3.5" expansion, Straight tab, 25/box	Officemax F1OM01559	$14.64 bx	OfficeMax
48	Pocket file, legal size, 3.5" expansion, Straight tab, 25/bx	Officemax F1OM01562	$18.10 bx	OfficeMax
49	Pocket file, letter size, 5.25" expansion, Straight tab, 10/bx	Officemax F1OM01561	$2.68 bx	OfficeMax

	description	brand name/product number	unit price	contractor
50	Pocket file, legal size, 5.25" expansion, Straight tab, 10/bx	Officemax F1OM01533	$3.15 bx	OfficeMax
51	Manila File Folder, Letter size, 1/3 cut, assorted positions, 100/bx, 11 point	Officemax F1OM97182	$7.63 bx	OfficeMax
52	Manila File Folder, Legal size, 1/3 cut, assorted position, 100/bx, 11 point	Officemax F1OM97184	$11.54 bx	OfficeMax
53	Folder with Twin Pockets with Fasteners (School Grade), 100/ct	Esselte L250764	$29.44 ct	OfficeMax
54	Folder with Twin Pockets (School Grade), 100/bx	Esselte L250763	$20.08 bx	OfficeMax
55	Folder with Twin Pockets, Embossed Paper, assorted, 30-sheet capacity, 24/pk	OfficeMax L2OM02870	$7.76 pk	OfficeMax
56	Presentation book, 12 pockets	Officemax L2OM03164	$2.64 ea	OfficeMax
57	Classification Folders, letter size, 1 divider, Green, 10/bx	Officemax F1OM01557	$23.73 bx	OfficeMax
58	Classification Folders, letter size, 2 dividers, Red, 10/bx	Officemax F1OM01586	$24.28 bx	OfficeMax
59	Folder, legal size, kraft, top tab with 2 fasteners, 17 point, 50/bx	Smead F12K1925CA13	$33.72 bx	OfficeMax
60	Prong Fasteners, bases only 1", 100/bx, 2-3/4 hole to hole	Officemax H4OM99881	$1.51 bx	OfficeMax
61	Prong Fasteners, bases only 2", 100/bx, 2-3/4 hole to hole	Officemax H4OM99887	$1.60 bx	OfficeMax
62	Prong Fasteners, complete set 2", 50/bx, 2-3/4 hole to hole	Officemax H4OM99883	$1.47 bx	OfficeMax
63	Clear Plastic Tag for Hanging File Folders, 3-1/2, 1/3 cut, 25/pk	Officemax F5OM97199	$0.80 pk	OfficeMax
Filler Paper				
64	Filler Paper, wide ruled, 10.5" x 8", 100/pack	Officemax P3-OM03742	$0.67 pk	OfficeMax
65	Filler Paper, college ruled, 10.5" x 8", 100/pack	Officemax P3-OM03741	$0.67 pk	OfficeMax
Glue				
66	Glue Stick, white, ~0.28 oz	Saunders A199648	$0.63 ea	OfficeMax
67	Glue Stick, white, ~0.74 oz	Saunders A1H99649	$1.37 ea	OfficeMax
68	Glue Stick, white, ~1.27 oz	Avery A1-00196	$1.41 ea	OfficeMax
69	Glue Stick, white, ~1.41 oz	Saunders A199655	$1.86 ea	OfficeMax
70	Rubber Cement, ~4.1oz	Elmers A1E904	$0.99 ea	OfficeMax
71		DISCONTINUED		
72		DISCONTINUED		
Index Cards				
73	3x5 White, ~90lb, 100/pack, ruled	Esselte F3H31	$0.52 pk	OfficeMax

	description	brand name/product number	unit price	contractor
74	3x5 White, ~90lb, 100/pack, unruled	Esselte F3H30	$0.52 pk	OfficeMax
75	4x6 White, ~90lb, 100/pack, ruled	Esselte F3H41	$0.89 pk	OfficeMax
76	5x8 White, ~90lb, 100/pack, ruled	Officemax F3OM99040	$1.44 pk	OfficeMax
Labels				
77	Address Labels, white, laser, 1"x2-5/8", 3000/pk	Officemax A5OM97790	$7.19 pk	OfficeMax
Notebooks				
78	Steno Book, ~80 pgs, ~6" x ~9", gregg ruled (green)	Officemax P3OM97326EA	$1.33 ea	OfficeMax
79	Steno Book, ~80 pgs, ~6" x ~9", gregg ruled (white)	Officemax P3OM97333EA	$0.92 ea	OfficeMax
80	Spiral Bound Notebook, ~100 pgs, ~8" x ~10.5", wide ruled	Officemax P3OM03911	$1.04 ea	OfficeMax
81	Spiral Bound Notebook, ~100 pgs, ~8" x ~10.5", college ruled	Officemax P3OM03885	$1.04 ea	OfficeMax
82	Composition Notebook, ~100 pgs, black, wide ruled	Mead P309910	$0.92 ea	OfficeMax
83	Composition Notebook, ~100 pgs, colored, wide ruled	Mead P309918	$0.92 ea	OfficeMax
84	Composition Notebook, ~100 pgs, black, narrow ruled	Mead P309932	$0.92 ea	OfficeMax
85	Composition Notebook, primary journal, drawing/writing space, 100 pgs.	Mead P309956	$1.00 ea	OfficeMax
86	Legal Ruled preforated pad, canary, ~5" x ~8", 50 sheets/pad	Tops P363350	$5.45 dz	OfficeMax
87	Legal Ruled perforated pad, canary, 8-1/2"x11-3/4", 50 sheets/pad	Officemax P3OM97315	$9.90 dz	OfficeMax
Pads, Adhesive				
88	~3" x 5", yellow	Officemax A2OM99214	$4.78 dz	OfficeMax
89	~3" x 3", yellow	3M A2654RP	$10.92 dz	OfficeMax
90	~1.5"x2", yellow	Officemax A2OM99213	$1.18 dz	OfficeMax
91	~1.5"x2", assorted colors, 12/pk	3M A2653RPA	$4.72 pk	OfficeMax
92	~0.5"x2", assorted colors, 5/pk	3M A26705AU	$3.62 pk	OfficeMax
93	Flag, Standard, ~1"x1-3/4", 50/dispenser, 2/pk	Officemax A2OM96205,A2OM96204,A2OM96206	$2.09 pk	OfficeMax
94	Flag, Sign Here, ~1"x1-3/4", 50/dispenser, 2/pk	Officemax A2OM96211	$4.38 pk	OfficeMax
95	Flag, small, ~1/2"x1-3/4", 4 colors, 35/dispenser, 4/pk	Officemax A2OM96207	$2.12 pk	OfficeMax
96	Arrow Flags, Sign Here, ~1/2"x1-3/4", 4 colors, 30/dispenser, 4/pk	3M A2684SH	$3.67 pk	OfficeMax
97	Arrow Flags, Sign Here, ~1/2"x1-3/4", red, 20/dispenser, 4/pk	3M A2684RDSH	$2.43 pk	OfficeMax
Rubberband				
98	#33, 1/4lb, ~207 bands/bg, ~3-1/2"x1/8"	Officemax A6OM07012	$0.91 bg	OfficeMax

	description	brand name/product number	unit price	contractor
99	#33, 1 lb, ~830 bands/bg, ~3-1/2"x1/8"	Officemax A6OM07020	$3.61 bg	OfficeMax
100	#19, 1/4lb, ~360/bg, ~3-1/2"x1/16"	Officemax A6OM07010	$0.91 bg	OfficeMax
101	#19, 1 lb, ~1440/bg, ~3-1/2"x1/16"	Officemax A6OM07018	$3.61 bg	OfficeMax
102	#64, 1/4lb, ~98/bg, ~3-1/2"x1/4"	Officemax A6OM07013	$0.91 bg	OfficeMax
103	Assorted, 1 lb.	Universal A600154	$2.08 pk	OfficeMax
Ruler				
104	Wood, English/Metric, 12 inches, metal edge	OfficeMax J1OM99440	$0.48 ea	OfficeMax
105	Plastic, English/Metric, 12 inches	Helix J115012	$0.73 ea	OfficeMax
Scissors				
106	Blunt, 5"	Acme H314606	$0.87 ea	OfficeMax
107	Pointed, 5"	Acme H314607	$0.87 ea	OfficeMax
108	Pointed, 7"	Officemax H3OM97680	$1.46 ea	OfficeMax
109	Straight, stainless steel, ~8.5"	Officemax H3OM97836	$0.74 ea	OfficeMax
110	Bent, stainless steel, ~8.5"	Officemax H3OM97678	$1.45 ea	OfficeMax
Sheet Protector				
111	Standard Weight, Top-load, poly, 100/bx	Officemax L2OM96000	$9.48 bx	OfficeMax
112	Heavy Weight, Top-load, poly, 100/bx	C-Line L262033	$9.68 bx	OfficeMax
Staple				
113	Staple Remover, standard	Officemax H1OM97112	$0.25 ea	OfficeMax
114	Standard Staples, 210/strip, 5000/bx	Officemate H191900	$0.89 bx	OfficeMax
115	Standard Staples, chisel tip, 210/strip, 5000/bx	Officemax H1OM99951	$1.91 bx	OfficeMax
116	Stapler, standard, black, 15 sheets	Officmax H1OM97553	$3.12 ea	OfficeMax
117	Stapler, spring powered, 25 sheets	Accentra H11100	$7.74 ea	OfficeMax
Storage				
118	Storage box, 12"x10"x15", letter/legal file, set of 12	Fellowes P500725	$34.23 ctn	OfficeMax
119	Storage box, 12"x10"x15", letter/legal file, set of 12, 100% recycled	Fellowes P512775	$42.79 ctn	OfficeMax
Tape				
120	Masking tape, ~3/4" x ~60yd	3M A8260018	$1.07 rl	OfficeMax
121	Masking tape, ~1" x ~60yd	3M A8260024A	$1.44 rl	OfficeMax
122	Masking tape, ~2" x ~60yd	3M A8260048A	$2.87 rl	OfficeMax
123	Masking tape, high performance, ~3/4" x ~60yd	3M A823234	$4.84 rl	OfficeMax

	description	brand name/product number	unit price	contractor
124	Masking tape, high performance, ~1" x ~60yd	3M A82321	$5.78 rl	OfficeMax
125	Masking tape, high performance, ~2" x ~60yd	3M A82322	$11.54 rl	OfficeMax
126	Book Repair Tape, 1.5"x15yd	3M A8845112	$2.98 rl	OfficeMax
127	Book Repair Tape, 2"x15yd	3M A8845R2	$3.96 rl	OfficeMax
128	Book Repair Tape, 3"x15yd	3M A88453	$6.02 rl	OfficeMax
129	Packing Tape, 1-7/8"x~55yd, clear, General Purpose, 6 rolls/pk	3M A8-3710-6	$6.04 pk	OfficeMax
130	Packing Tape, 1-7/8"x~55yd, clear, Heavy Duty, 6 rolls/pk	3M A8-3750-6	$26.13 pk	OfficeMax
131	Transparent tape, 3/4"x36yd, 1in core	3M A85910129634	$0.73 rl	OfficeMax
132	Invisible tape, 3/4"x36yd, 1in core	3M A86200129634	$0.92 rl	OfficeMax
133	Dispenser, black	Officemax A8OM97059	$2.11 ea	OfficeMax
White Board				
134	Chisel, Black - Low Odor	Officemax N2-80001	$8.35 dz	OfficeMax
135	Chisel, Blue - Low Odor	Officemax N2-80003	$8.28 dz	OfficeMax
136	Chisel, Red - Low Odor	Officemax N2-80002	$8.55 dz	OfficeMax
137	Chisel, Green - Low Odor	Sanford N280004	$10.13 dz	OfficeMax
138	Chisel, Purple - Low Odor	Sanford N280008	$0.78 ea	OfficeMax
139	Chisel, Assorted (12 colors) - Low Odor, 12/set	Sanford N2-80699	$14.24 st	OfficeMax
140	Chisel, Assorted (8 colors) - Low Odor	Sanford N280678	$10.57 st	OfficeMax
141	Chisel, Assorted (4 colors) - Low Odor	Sanford N280174	$3.13 st	OfficeMax
142	Bullet, Black	Sanford N288001	$11.79 dz	OfficeMax
143	Fine, Black	Sanford N284001	$9.68 dz	OfficeMax
144	Cleaner, 8oz	Sanford J481803	$1.84 ea	OfficeMax
145	Eraser	Sanford J481505	$1.58 ea	OfficeMax
Writing/Correction				
146	Ballpoint pen, Retractable, refillable, fine point, black (0.32mm)	Pilot N132210	$6.99 dz	OfficeMax
147	Ballpoint pen, Retractable, refillable, fine point, blue (0.32mm)	Pilot N132211	$6.99 dz	OfficeMax
148	Ballpoint pen, Retractable, refillable, medium point, black (1.0mm)	Pentel N1BK93A	$6.33 dz	OfficeMax
149	Ballpoint pen, Retractable, refillable, medium point, blue (1.0mm)	Pentel N1BK93C	$6.33 dz	OfficeMax
150	Ballpoint pen, Retractable, refillable, medium point, red (1.0mm)	Pilot N132222	$6.99 dz	OfficeMax
151	Ballpoint pen, stick, medium point, black (1.2mm)	Bic N1GSMG11BK	$1.51 dz	OfficeMax

	description	brand name/product number	unit price	contractor
152	Ballpoint pen, stick, medium point, black (1.0mm)	Sanford N13331131	$0.98 dz	OfficeMax
153	Ballpoint pen, stick, medium point. Blue (1.0mm)	Sanford N13311131	$0.98 dz	OfficeMax
154	Ballpoint pen, stick, medium point, red (1.0mm)	Bic N1GSMG11RD	$1.51 dz	OfficeMax
155	Ballpoint pen, stick, fine point (0.7mm) black	Bic N1GSFG11BK	$1.51 dz	OfficeMax
156	Ballpoint pen, stick, fine point (0.7mm) violet	Pilot N132005	$8.02 dz	OfficeMax
157	Correction tape, white - ~1/6" x ~400"	Tombow A968620	$2.25 ea	OfficeMax
158	Correction tape, white - ~1/6" x ~400", 4pk	BIC A9WOTAPP418	$5.05 pk	OfficeMax
159	Correction tape, white - ~1/6" x ~400"-~472", 10pk	Officemax A9OM05924	$11.88 pk	OfficeMax
160	Correction tape, refillable, white - ~1/6" x ~400"	Tombow A968665	$1.82 ea	OfficeMax
161	Correction tape refills to fit TOM 68665 (or equal)	Tombow A968666	$1.42 ea	OfficeMax
162	Correction fluid, white	Papermate A92841178	$5.73 dz	OfficeMax
163	Eraser, Magic Rub, 3/pk	Sanford N6-70503	$1.23 pk	OfficeMax
164	Eraser, plastic	Pentel N6ZEH10	$0.98 ea	OfficeMax
165	Eraser, Pink Pearl - Medium, 3/pk	Sanford N6-70502	$1.74 pk	OfficeMax
166	Eraser, Arrowhead Cap, 144/bx	Papermate N673015	$5.36 bx	OfficeMax
167	Gel, Retractable, refillable roller ball pen, 0.5 mm, black	Pilot N131002	$11.07 dz	OfficeMax
168	Gel, Retractable, refillable roller ball pen, 0.5mm, blue	Pilot N131003	$11.07 dz	OfficeMax
169	Gel, Retractable, refillable roller ball pen, 0.5 mm, green	Pilot N131025	$11.07 dz	OfficeMax
170	Gel, Retractable, refillable roller ball pen, 0.7 mm, black	Pilot N131020	$10.99 dz	OfficeMax
171	Gel, Retractable, refillable roller ball pen, 0.7mm, blue	Pilot N131021	$10.99 dz	OfficeMax
172	Gel, Retractable, refillable roller ball pen, 0.7 mm, red	Pilot N131022	$10.99 dz	OfficeMax
173	Gel, Retractable, refillable roller ball pen, 0.7mm, purple	Pilot N131029	$10.99 dz	OfficeMax
174	Gel, Retractable, refillable roller ball pen, 1.0 mm, black	Pilot N131256	$11.07 dz	OfficeMax
175	Gel, Retractable, refillable roller ball pen, 1.0 mm, blue	Pilot N131257	$11.07 dz	OfficeMax
176	Gel, Refill (2 pack), fine point (0.7mm), black, 2pk	Pilot N177240	$1.06 pk	OfficeMax
177	Gel, Refill (2 pack), fine point (0.7mm), blue, 2pk	Pilot N177241	$1.06 pk	OfficeMax
178	Gel, Refill (2 pack) fine point (0.7mm), red	Pilot N177242	$1.06 pk	OfficeMax

	description	brand name/product number	unit price	contractor
179	Gel, Refill (2 pack) extra fine point (0.5mm), black	Pilot N177232	$1.06 pk	OfficeMax
180	Gel, Refill (2 pack) extra fine point (0.5mm), red	Pilot N177234	$1.65 pk	OfficeMax
181	Highligher, Yellow, chisel tip	Sanford N264324	$2.83 dz	OfficeMax
182	Highligher, Yellow, pocket style	Bic N2BL11YW	$2.67 dz	OfficeMax
183		DISCONTINUED		
184	Pencil, No.2, unsharpened, california cedar, 12/box	Papermate N52097	$1.03 dz	OfficeMax
185	Pencil, No. 2.5, 12/box	Sanford N52098	$1.20 dz	OfficeMax
186	Pencil Lead 0.7mm HB, 12/tb	Pentel N450HB	$0.41 tb	OfficeMax
187	Pencil Lead 0.5mm HB, 12/tb	Pentel N4C505HB	$0.41 tb	OfficeMax
188	Pencil Sharpener, Standard	Hunt N31818	$13.28 ea	OfficeMax
189	Pencil Sharpener, Heavy Duty	Hunt N31799	$16.49 ea	OfficeMax
190	Permanent pen, Chisel, black	Officemax N2OM06099	$5.50 dz	OfficeMax
191	Permanent pen, Fine Point, black	Officemax N2OM05732	$4.57 dz	OfficeMax
192	Permanent pen, Extra Fine Point, Black	Sanford N235001	$8.02 dz	OfficeMax
193	Permanent pen, Ultra Fine Point, Black	Officemax N2OM04886	$7.10 dz	OfficeMax
194	Permanent pen, Fine Point, blue	Officemax N2OM05733	$4.45 dz	OfficeMax
195	Permanent pen, Fine Point, red	Officemax N2OM05731	$4.44 dz	OfficeMax

	description	brand name/product number	unit price	contractor
GROUP 2: RECYCLED OFFICE PAPER				**OFFICEMAX**
196	BOND, XEROGRAPHIC, white, 3-hole pre-punched, premium, No.4, 20# sub, 8-1/2" x 11" 500 shts/rm, 10 rms/ctn min. 30% recycled content	Boise P1054901P	$47.23 ctn	OfficeMax
197	BOND, XEROGRAPHIC, white, dual purpose, No. 4, 20# sub, 500 shts/rm, 8-1/2" x 11", 10 rms/ctn, min. 30% recycled content	Boise P1054901	$44.63 ctn	OfficeMax
198	BOND, XEROGRAPHIC, white, dual purpose, No. 4, 20# sub, 500 shts/rm, 8-1/2" x 14", 10 rms/ctn, min. 30% recycled content	Boise P1054904	$59.90 ctn	OfficeMax
199	BOND, XEROGRAPHIC, white, dual purpose, No. 4, 20# sub, 500 shts/rm, 11" x 17", 5 rms/ctn, min. 30% recycled content	Boise P1054907	$54.82 ctn	OfficeMax
200	BOND, XEROGRAPHIC, Colored, dual purpose, No. 4, 20# sub, 500 shts/rm, 10 rms/ctn, 8-1/2" x 11", min. 30% recycled content	Xerox P13R05856,5857,5858,5859,5860, 5861,5862, P13R11230,1231, P13R20079, P1P13R20080, 20081	$43.30 ctn	OfficeMax
201	BOND, XEROGRAPHIC, Colored, dual purpose, No. 4, 20# sub, 500 shts/rm, 10 rms/ctn, 8-1/2" x 14", min. 30% recycled content	Xerox P1P13R20081,P13R20084,85,87, 88	$55.10 ctn	OfficeMax
202	BOND XENOGRAPHIC, colored, dual purpose, No. 4, 20# sub, 500 shts/rm, 8-1/2" x 11", min. 30% recycled content	Xerox P13R05856,5857,5858,5859,5860, 5861,5862, P13R11230,1231, P13R20079, P1P13R20080, 20081	$4.33 rm	OfficeMax
203	BOND XENOGRAPHIC, colored, dual purpose, No. 4, 20# sub, 500 shts/rm, 8-1/2" x 14", min. 30% recycled content	Xerox P1P13R20081,P13R20084,85,87, 88	$5.51 rm	OfficeMax

	description	brand name/product number	unit price	contractor
GROUP 3: PRINTER CARTRIDGES (OEM)				**TIG**
204	Hewlett Packard Inkjet Print Cartridges, HP 56 – Black	HP C6656AN	$21.21 ea	TIG
205	Hewlett Packard Inkjet Print Cartridges, HP 57 – Tri-color	HP C6657AN	$33.41 ea	TIG
206	Hewlett Packard Inkjet Print Cartridges, HP 94 – Black	HP C8765WN#140	$21.21 ea	TIG
207	Hewlett Packard Inkjet Print, Cartridges, HP 95 – Tri-Color	HP C8766WN#140	$24.36 ea	TIG
208	Hewlett Packard Inkjet Print Cartridges, HP 96 – Black	HP C8767WN#140	$29.90 ea	TIG
209	Hewlett Packard Inkjet Print Cartridges, HP 97 – Tri-color	HP C9363WN#140	$33.51 ea	TIG
210	Hewlett Packard LaserJet 1000, 1200, 1200n, 3300 Series	HP C7115X	$62.16 ea	TIG
211	Hewlett Packard LaserJet 1020, 1022 Series	HP Q2612A	$56.87 ea	TIG
212	Hewlett Packard LaserJet 1160, 1320 Series High Yield	HP Q5949A	$59.47 ea	TIG
213	Hewlett Packard LaserJet 1300, 1300n, 1300 Xi	HP Q2613X	$73.62 ea	TIG
214	Hewlett Packard LaserJet 2100/2200	HP C4096A	$83.36 ea	TIG
215	Hewlett Packard LaserJet 2300 Series	HP Q2610A	$100.17 ea	TIG
216	Hewlett Packard LaserJet 4000 Series High Yield	HP C4127X	$106.01 ea	TIG
217	Hewlett Packard LaserJet 4100TN	HP C8061X	$104.02 ea	TIG
218	Hewlett Packard LaserJet 4200, 4200n – with chip	HP Q1338A	$124.81 ea	TIG
219	Hewlett Packard LaserJet 4250, 4350 – with chip High Yield	HP Q5942X	$183.16 ea	TIG
220	Hewlett Packard LaserJet 53A, Black	HP Q7553A	$65.33 ea	TIG

	description	brand name/product number	unit price	contractor
GROUP 4: REMANUFACTURED PRINTER CARTRIDGES				**HAWAII STATIONERY**
221	Remanufactured Compatible with HP Inkjet Print Cartridges, HP 56 – Black	CLOVER/CTG56A	$8.60 ea	Hawaii Stationery
222	Remanufactured Compatible with HP Inkjet Print Cartridges, HP 57 – Tri-color	CLOVER/CTG57A	$12.50 ea	Hawaii Stationery
223	Remanufactured Compatible with HP Inkjet Print Cartridges, HP 94 – Black	CLOVER/CTG65WN	$10.05 ea	Hawaii Stationery
224	Remanufactured Compatible with HP Inkjet Print, Cartridges, HP 95 – Tri-Color	CLOVER/CTG66WN	$11.35 ea	Hawaii Stationery
225	Remanufactured Compatible with HP Inkjet Print Cartridges, HP 96 – Black	CLOVER/CTG67WN	$11.35 ea	Hawaii Stationery
226	Remanufactured Compatible with HP Inkjet Print Cartridges, HP 97 – Tri-color	CLOVER/CTG63WN	$11.25 ea	Hawaii Stationery
227	Remanufactured Compatible with HP LaserJet 1000, 1200, 1200n, 3300 Series	CLOVER/CTG15XP	$31.80 ea	Hawaii Stationery
228	Remanufactured Compatible with HP LaserJet 1020, 1022 Series	CLOVER/CTG12AP	$34.25 ea	Hawaii Stationery
229	Remanufactured Compatible with HP LaserJet 1160, 1320 Series High Yield	CLOVER/CTG49AP	$41.60 ea	Hawaii Stationery
230	Remanufactured Compatible with HP LaserJet 1300, 1300n, 1300 Xi	CLOVER/CTG13XN	$34.99 ea	Hawaii Stationery
231	Remanufactured Compatible with HP LaserJet 2100/2200	CLOVER/CTG96P	$35.65 ea	Hawaii Stationery
232	Remanufactured Compatible with HP LaserJet 2300 Series	CLOVER/CTG10AP	$37.58 ea	Hawaii Stationery
233	Remanufactured Compatible with HP LaserJet 4000 Series High Yield	CLOVER/CTG27P	$36.90 ea	Hawaii Stationery
234	Remanufactured Compatible with HP LaserJet 4100TN	CLOVER/CTG61XP	$42.10 ea	Hawaii Stationery
235	Remanufactured Compatible with HP LaserJet 4200, 4200n – with chip	CLOVER/CTG38AP	$62.50 ea	Hawaii Stationery
236	Remanufactured Compatible with HP LaserJet 4250, 4350 – with chip High Yield	CLOVER/CTG42XP	$75.85 ea	Hawaii Stationery
237	Remanufactured Compatible with HP LaserJet 53A, Black	CLOVER/CTG53AP	$44.00 ea	Hawaii Stationery

INFORMATION REGARDING THESE REMANUFACTURED COMPATIBLES:

Using remanufactured toner cartridges will NOT void the warranty on your equipment (Magnuson-Moss Warranty Improvement Act).

Clover remanufactured cartridges are produced to stringent quality control standards, using lab-tested components to ensure consistent OEM-equivalent performance.

Warranty: Products are warranted to be free from defects in materials and workmanship for a period of 12 months from date of purchase. Products are warranted not to damage the print head or a printing mechanism or component when stored, installed and used in accordance with the recommended procedures. http://www.clovertech.com/warranty.asp

If a cartridge does not meet expectations, contact the vendor to have your cartridge picked up and replaced immediately. If applicable, include a page sample showing the print quality problem.

Environmentally responsible: Each discarded cartridge adds approximately three pounds of waste to our landfills - waste that will take as long as 1,000 years to decompose. Remanufacturing the estimated 500 million produced cartridges each year will save an estimated four million cubic feet of landfill space.

	description	brand name/product number	unit price	contractor
GROUP 5: DATED PRODUCTS				**HAWAII STATIONERY**
238	Jumbo Book Style, 3-1/2" x 6", 2 pages per day, 1/2 hour appointments on left page, holes 2" apart, one tab per month, two color printing	AT A GLANCE/E51750	$4.51 ea	Hawaii Stationery
239	Wall/Desk Calendar, 21-3/4" or 22" x 17", 12 months, 1 month per tear-off sheet, 2 eyelets at top for hanging, nonrefillable, ruled daily writing blocks, Black	AT A GLANCE/SK2400	$1.77 ea	Hawaii Stationery
240	12-Month Wall Calendar, 24" x 36", reversible (vertical year on one side, horizontal year on the other side),	AT A GLANCE/PM21228	$7.20 ea	Hawaii Stationery
241	Weekly, Professional Appointment Book, 8" or 8-1/2" x 11", 1 week per two pages, 1/4-hour appointments, limited times on weekends, nonrefillable, Black	AT A GLANCE DAY MINDER/G52000	$4.38 ea	Hawaii Stationery
242	Monthly, 6-7/8" x 8-3/4", 1 month per two pages, memo section, nonrefillable, Black	AT A GLANCE DAY MINDER/G40000	$3.59 ea	Hawaii Stationery
243	Monthly, 7-7/8" x 11-7/8", 8" x 12" or 12-1/2", 8-1/2" x 11", 1 month per two pages, 14-months (Dec.-Jan.), ruled daily squares, nonrefillable, Black	AT A GLANCE DAY MINDER/G47000	$2.65 ea	Hawaii Stationery

FOR ALL DATED PRODUCTS: Orders for calendars should be placed before September 30 to guarantee availability. Once a manufacturer sells out of an item, it will no longer be available for the remainder of that calendar year.

VENDOR LIST INSTRUCTIONS

MINIMUM NUMBER OF QUOTATIONS.

To purchase the exact same item (brand name and number) listed on the Price List from a vendor other than the Price List awarded vendor: Agencies are required to obtain a minimum of two (2) quotes for all dollar levels from the Contractors listed under "Office Supply Vendors" or "Printer Cartridge Vendors," as applicable. The price listed on the Price List is not considered as a quote.

Example: you want to order item 18: binder index dividers, 5 tab, clear, economy. On the Price List, it is listed as Avery L311466 from OfficeMax at $0.48/set. You can order Avery L311466 from OfficeMax at $0.48/set without obtaining quotes. However, if you want to order Avery L311466 but do NOT want to order from OfficeMax, then you must obtain two (2) quotes.

To purchase items NOT on the Price List: Agencies are required to obtain quotations from the Contractors listed under "Office Supply Vendors" or "Printer Cartridge Vendors," as applicable. Agencies are encouraged to obtain as many quotes as necessary to determine the most cost effective option.

a) Obtain at least one (1) quote for expenditures less than $5,000; and
b) Obtain at least three (3) written quotes for expenditures $5,000 or more

Consideration of Quotations. Agencies shall consider all quotations received. Purchase shall be made from the Contractor with the most cost effective option, except in situations where the most cost effective option fails to meet the needs of the agencies.

Uniform request for quotations. When obtaining multiple quotes, Agencies shall prepare a uniform request for product and pricing quotations and submit the uniform request to all Contractors. Agencies may use Form SPO-010A, Small Purchase Quotation Form, or similar to request for quotes.

Failure to receive quotations. Agencies that are unable to obtain the minimum number of quotes specified above should document the information accordingly to provide proof that agency did their due diligence.

RETAIL STORE PROCEDURES, as applicable.

Fisher Hawaii: Employees of participating jurisdictions shall identify themselves to any Fisher Hawaii sales associate and they will be directed to dedicated check-stands.

OfficeMax: Employees of participating jurisdictions shall show the Retail Connect℠ card to the cashier.

OFFICE SUPPLY VENDORS

The approved vendor(s) for office supplies is listed below in alphabetical order.

- Conrad Enterprises
- Fisher Hawaii
- Hawaii Stationery
- OfficeMax

OFFICE SUPPLY PRODUCT CATEGORIES

This SPO Vendor List shall apply only to the below categories of office supply products:

Category:	Includes (but is not limited to):
Binders and Binding Systems	binders, binding systems combs and spines, binding covers, binding indexes, binding cases, presentation books
Boards (Bulletin, Chalk, Display, Dry-Erase, Easels) and Accessories	bulletin boards, chalk boards, cork boards, dry erase boards, easels, easel pads, board mounts, mounting hardware
Calculators and Accessories	handheld calculators, printing calculators, calculator ink, calculator spools, adding machine tape
Calendars, Refills, Stands, and Appointment Books	desk calendar refills, desk calendar bases, wall calendars, appointment books/planners, diaries, planners, refill sets
Cables, Adapters, Power Products and Batteries	extension cords, household batteries, cables, adapters, chargers, surge protectors, battery backup systems
Chair Mats	chair mats
Clips, Tacks and Rubber bands	binder clips, paper clips, bulldog clips, panel clips, lea book rings, push pins, thumb tacks, rubber bands, paper clip holders, suction cup hooks
Computer Components, Peripherals and Accessories	computer cleaners, monitor screen filters, card readers, flash memory, USB drives, zip disks, keyboards, mice, wrist rests
Desk Accessories and Workspace Organizers	call bells, bookends, book racks, card files, copyholders, drawer organizers, letter trays, display racks, sorters, wall organizers, desk protectors, gavels, clipboards, magnification products, pen and pencil holders, wastebaskets, desktop shelves, sorters
Files, Folders, Pockets and Sleeves	expanding files, file sorters, file folders, hanging file folders, file holders, folder dividers, file backs, tabs, tab inserts, tab reinforcement, fasteners, pocket files, report covers, sheet protectors, card and photo sleeves, binder pockets, index dividers, portfolios
Flags, Self-Stick Notes and Dispensers	page flags, message flags, arrow flags, standard flags, self-stick notes, dispensers/holders
Labels and Labeling Systems	label makers, labels, label tape, label holders, label protectors
Mailroom Supplies (not including heavy equipment)	finger pads, envelope moisteners, envelopes (except those mandated by an existing SPO Price List), clasp envelopes, business envelopes, interoffice envelopes mailing boxes, mailing tubes, stretch film, bubble wrap, packing peanuts, letter openers, sorters
Notebooks, Recordkeeping and Reference Materials	steno books, writing pads, spiral bound notebooks, index cards, journals, recordkeeping, phone message books, fax message books, diaries, reference materials (dictionaries, thesaurus, maps)

Category:	Includes (but is not limited to):
Paper, Office (Recycled Only)	color paper, copy paper, computer paper, 8-1/2” x 11 size, 8-1/2” x 14” size, 11” x 14” size, filler paper
Paper Punches, Paper Trimmers and Accessories	electric punches, manual punches, heavy duty punches, single and multi-hole punches, punch replacement parts, paper trimmers, paper trimmer blades
Scissors and Rulers	scissors, cutting mats, rulers, yard sticks, protractors, compasses
Shredders, Shredder Bags, Lubricants	shredders, shredder bags, lubricants
Stamps and Supplies	stamps, stamp pads, stamp trays, ink refills
Staplers and Supplies	electric staplers, manual staplers, heavy duty staplers staple removers, staples
Storage Boxes and Drawers	storage boxes and containers, cardboard boxes, storage drawers, document/box files, archive boxes
Storage Media	CDs, DVDs, Data Tapes, Diskettes, VHS Tapes, cassette tapes, tape cartridges, CD and DVD cases, CD and DVD storage
Tags, Tickets, Tag Fasteners, Badges and Badge Holders	marking tags, repair tags, tickets, lanyards, badges, badge holders, tag fasteners
Tape, String, Glue, and Adhesives	adhesive film and dispensers, spray adhesives, glue, string, twine, double sided tape, electrical tape, packing tape, transparent/invisible tape, tape dispensers, Velcro and mounting products, rubber cement, adhesive removers
Telephone Accessories	headsets, headset accessories, handsets, handset lifters, phone cleaners, cords, jacks, shoulder rests, telephone stands
Time and Date Recorders	time and date recorders
Writing and Correction Supplies	chalk, markers, erasers, correction products, highlighters, pen/pencil sets, pencil sharpeners, pencils, pens, multifunction writing instruments, refills eraser, lead, pen ink, board cleaners and wipes, board erasers, board markers
Typewriters and Ribbons	typewriters and ribbons

For all Office Supply Product Categories listed above, agencies will receive percentage discounts from the Contractor’s catalog.

PRINTER CARTRIDGE VENDORS

This SPO Vendor List shall apply only to the below manufacturers of printer cartridges. The approved vendor(s) for each manufacturer is listed below in alphabetical order.

Manufacturer	Vendor(s)	Information on OEM Compatibles, if applicable
Brother	Conrad Enterprises EDP Fisher Hawaii Hawaii Stationery OfficeMax TIG	n/a
Canon	Conrad Enterprises EDP Fisher Hawaii Hawaii Stationery OfficeMax TIG	n/a
Clover/Dataproducts	Hawaii Stationery OfficeMax TIG	Product Information: http://www.clovertech.com/products Warranty/Guarantee: http://www.clovertech.com/clover-s-warranty-and-guarantee
Clover/CTG	EDP Hawaii Stationery OfficeMax TIG	Product Information: http://www.clovertech.com/products Warranty/Guarantee: http://www.clovertech.com/clover-s-warranty-and-guarantee
Clover/GRC	Hawaii Stationery OfficeMax TIG	Product Information: http://www.clovertech.com/products Warranty/Guarantee: http://www.clovertech.com/clover-s-warranty-and-guarantee
Dell	EDP Hawaii Stationery TIG	n/a
Epson	Conrad Enterprises EDP Hawaii Stationery OfficeMax TIG	n/a
Guy Brown Products	Hawaii Stationery OfficeMax	Website: http://www.guybrown.com/print-solutions.aspx
Hewlett-Packard	Conrad Enterprises EDP Hawaii Stationery OfficeMax TIG	n/a
Kodak	Hawaii Stationery OfficeMax TIG	n/a

Manufacturer	Vendor(s)	Information on OEM Compatibles, if applicable
Lexmark	Conrad Enterprises EDP Hawaii Stationery OfficeMax TIG	n/a
Panasonic	EDP Hawaii Stationery OfficeMax TIG	n/a
Printer Essentials	EDP Hawaii Stationery TIG	Website: https://www.printeressentials.com
Ricoh	Conrad Enterprises EDP Hawaii Stationery OfficeMax TIG	n/a
Samsung	EDP Hawaii Stationery OfficeMax TIG	n/a
Sharp	Conrad Enterprises EDP Hawaii Stationery OfficeMax TIG	n/a
Toshiba	EDP Hawaii Stationery OfficeMax TIG	n/a
Xerox	Conrad Enterprises EDP Hawaii Stationery OfficeMax TIG	n/a

For all Printer Cartridge Manufacturers listed above, agencies will receive percentage discounts off the manufacturer's list price.