

NEIL ABERCROMBIE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

P.O. Box 119
Honolulu, Hawaii 96810-0119
Telephone: (808) 587-4700
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<http://spo.hawaii.gov>

September 11, 2014

TO: Executive Departments/Agencies (Excludes Department of Education [DOE] and its Charter Schools, Office of Hawaiian Affairs [OHA] and University of Hawaii [UH])
Hawaii Health Systems Corporation
Judiciary

FROM: Sarah Allen 
Administrator

SUBJECT: **New Price List Contract**
SPO Price List Contract No. 15-02
CRYSTALLITE WINDOW ENVELOPES - STATEWIDE
IFB-15-002-SW
Order Deadline Date: October 15, 2014

This is a new Price List Contract for Crystallite Window Envelopes - Statewide, SPO Price List Contract No. 15-02.

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

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

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 15-02
Replaces SPO PL Contract No. 14-01
Issued: 09/11/2014

CRYSTALLITE WINDOW ENVELOPES - STATEWIDE

IFB-15-002-SW

Order Deadline Date: October 15, 2014

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

- Executive Departments/Agencies (Excludes Department of Education [DOE] and its Charter Schools, Office of Hawaiian Affairs [OHA] and University of Hawaii [UH])
- Hawaii Health Systems Corporation
- Judiciary

USE OF THE PRICE LIST CONTRACT. Per Requirements Circular No. C14-01, dated April 29, 2014, jurisdiction quantity requirements were submitted in response to this circular and are firm commitments to purchase. When this Price List Contract No. 15-02 is issued, Agencies shall place orders directly with the awarded vendor for their quantities submitted. In the event an agency listed on the attached Agency Requirements and Delivery Schedule fails to submit its order by October 15, 2014, the Contractor shall automatically process the order in accordance with the Delivery Schedule.

Quantities listed on the attached Agency Requirements represent a minimum amount. The State reserves the right to purchase larger quantities at the prices quoted for this solicitation and the orders shall be placed with the Contractor by October 15, 2014. Agencies not listed in the attached Agency Requirements are allowed to place orders by the same deadline. These agencies shall provide the Contractor with a sample of their envelope and specify the amount and delivery schedule deadline(s).

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

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

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

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Phone	FAX	E-mail
Executive (Excludes DOE, OHA and UH)	Carey Ann Sasaki	586-0575	586-0570	careyann.r.sasaki@hawaii.gov
Hawaii Health Systems Corporation	Joe Evanoff	733-4168	733-4460	jevanoff@hhsc.org
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.hawaii.gov

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

A listing of nonprofit organizations is available at the SPO website: <http://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 a SPO contract, the nonprofit must obtain approval from each vendor, i.e. participation must be mutually agreed upon. A vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a SPO contract vendor.

VENDOR:

CENVEO

Business Address:
91-280 Hanua Street
Kapolei, HI 96707

Remittance Address:
PO Box 31001-1187
Pasadena, CA 91110-1187

Contact person: Diane Saki
Phone: 682-3055 x29
Fax: 682-3855
Email: diane.saki@cenveo.com

VENDOR CODES for annotation on purchase orders are obtainable from the *Alphabetical Vendor Edit Table Report* available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order. Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

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

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

SPO PL Contract No. 15-02 shall be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 15-02 shall be notated on the appropriate transaction document.

ORDERING on a timely basis is the responsibility of each agency. All orders shall be placed with the Contractor by October 15, 2014. Contractor shall honor all orders received by this date and deliver within the required delivery time.

DELIVERIES by the Contractor shall be made in accordance with the attached Agency Requirements and Delivery Schedule, or as specified on the order. Agencies shall be informed that the Contractor will be given 60 days to process their order. In the event an agency listed in the attached Agency Requirements and Delivery Schedule fails to submit its order, the Contractor shall automatically process the order in accordance with the Delivery Schedule.

PROOFS. Proofs must be approved by each individual department before final run-off. Contractor shall contact the departmental coordinator to arrange for proof approvals.

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

VENDOR AND PRODUCT EVALUATION form, SPO-012, 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* at the home page.

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

<u>Item No.</u>	<u>Description</u>	<u>Price per Thousand (M)</u>
A	4-1/8" x 9-1/2", security lined, white wove, Single Window size: 1-1/8" x 4-1/2"	\$ 29.25 /M
B	4-1/8" x 9-1/2", tan Kraft, Single Window size: 1-1/8" x 4-5/8"	\$ 28.25 /M
C	4-1/8" x 9-1/2", security lined, white wove, Single Window size: 1-1/8" x 4-5/8", positioned 1-1/8" from the bottom and 2-1/8" from the left edge	\$ 29.25 /M
D	4-1/8" x 9-1/2", security lined, white wove, Single Window size: 1-1/8" x 4-5/8", positioned 1" from the bottom and 7/8" from the left edge	\$ 29.25 /M
E	4-1/8" x 9-1/2", tan Kraft, Single Window size: 1/4" x 2-1/4"	\$ 28.25 /M
F	4-1/8" x 9-1/2", tan Kraft, Single Window size: 1-3/16" x 4-1/4", positioned 7/8" from the bottom and 1-5/8" from the left edge of the envelope	\$ 28.25 /M
G	4-1/8" x 9-1/2", tan Kraft Double Window	\$ 29.80 /M
H	4-1/8" x 9-1/2", security lined, white wove Double Window	\$ 26.50 /M

Note: Proofs are required for all envelopes requiring printing. Vendor shall submit proofs for approval to agency prior to final printing.

IMPORTANT NOTE: QUANTITIES GIVEN ARE MINIMUM ESTIMATES. AGENCIES NOT LISTED WILL BE ALLOWED TO PLACE ORDERS												
Dept	Division/Branch/Program Contact/Phone Number (to be provided to awarded vendor)	Delivery Address*	Delivery Deadline	Return address Print Required	ITEM NO.							
					A	B	C	D	E	F	G	H
DAGS	Accounting - Pre-Audit Branch Attn: Sheila Walters	1151 Punchbowl St., Room 324 Honolulu, HI 96813	2/18/2015	x		120,000						
			6/17/2015	x		100,000						
			8/19/2015	x		110,000						
B&F	Hawaii Employer-Union Health Benefits Trust Fund (EUTF) Attn: Debbie Pfeffer	201 Merchant St., Suite 1520 Honolulu, HI 96813	1/2/2015	x	4,000							
			1/15/2015	x	15,000							
			4/1/2015	x	4,000							
			4/15/2015	x	15,000							
			7/1/2015	x	4,000							
			7/15/2015	x	15,000							
			10/1/2015	x	4,000							
B&F	Hawaii Employer-Union Health Benefits Trust Fund (EUTF) Attn: Debbie Pfeffer	201 Merchant St., Suite 1520 Honolulu, HI 96813	1/2/2015	x				2,500				
			4/1/2015	x			2,500					
			7/1/2015	x			2,500					
			10/1/2015	x			2,500					
DHS	FMO/Money Payment Attn: Maureen Hanakahi	Cardinal Presort Services Ltd. 197 Sand Island Rd., Unit A. Honolulu, HI 96819 ph: 841-7253	1/6/2015							32,500		
			7/7/2015						30,000			
DHS	FMO/Money Payment Attn: Maureen Hanakahi	Cardinal Presort Services Ltd. 197 Sand Island Rd., Unit A. Honolulu, HI 96819 ph: 841-7253	1/6/2015									200,000
			2/3/2015									200,000
			3/3/2015									150,000
			4/7/2015									150,000
			5/5/2015									200,000
			6/2/2015									200,000
			7/7/2015									200,000
			8/4/2015									200,000
			9/1/2015									150,000
			10/6/2015									150,000
DLIR	Unemployment Insurance Attn: Agnes Sajor	830 Punchbowl St., Room 107 Honolulu, HI 96813	1/15/2015	x						125,000		
DLNR	Administrative Services Office Attn: Dennis Takahashi	1151 Punchbowl St Room 110 Honolulu, HI 96813	1/2/2015	x		2,000						

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					A	B	C	D	E	F	G	H
DLNR	Boating & Ocean Recreation Attn: Faith Ching	MOVING TO NEW ADDRESS Will submit new address by order date Honolulu, HI	2/2/2015	x	27,500							
PSD	Training & Staff Development Attn: Blanche Isaki	801 Dillingham Blvd., 2nd Floor Honolulu, HI 96817	1/30/2015	x		500						
PSD	Crime Victim Compensation Commission Attn: Joy Takatsuka	1136 Union Mall Suite 600 Honolulu, HI 96813	1/30/2015	x			1,000					
DOT	Airports Attn: Kay Hikichi	Honolulu International Airport 400 Rodgers Blvd Suite 700 Honolulu, HI 96819	1/30/2015	x		1,000						
DOT	Airports Attn: Valerie Chestnut	73-200 Kupipi Street Kailua Kona, HI 96740	1/9/2015	x	2,500							
DOT	Highways Attn: Cara Sakata	869 Punchbowl Street Room 201 Honolulu, HI 96813	1/2/2015	x	3,000							
DOT	Highways Attn: Cara Sakata	869 Punchbowl Street Room 201 Honolulu, HI 96813	1/2/2015	x		3,000						
JUD	Fifth Judicial Circuit, Traffic Attn: Wanda Shimizu	3970 Kaana St., Suite 206 Lihue, HI 96766	1/2/2015	x	30,000							
JUD	Family Court of the First Court Attn: Diane Isobe	4675 Kapolei Parkway, Kapolei, HI 96707	1/6/2015	x		1,000						
JUD	Adult Client Services Branch District Court Probation Attn: Cynthia Matsunaga	1111 Alakea St., 2nd Floor Honolulu, HI 96813	4/1/2015	x	2,500							
JUD	ACSB, Adult/Juvenile Community Service & Restitution Unit Attn: Cynthia Matsunaga	1111 Alakea St., 3rd Floor Honolulu, HI 96813	4/1/2015	x	3,000							

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					A	B	C	D	E	F	G	H
JUD	District Court of the First Circuit Fiscal Purchasing Attn: Pearl Murakami	1111 Alakea St., 9th Floor Honolulu, HI 96813	1/7/2015	x	500							
JUD	District Court of the First Circuit Fiscal Purchasing Attn: Pearl Murakami	1111 Alakea St., 9th Floor Honolulu, HI 96813	2/10/2015						9,000			
JUD	Information Technology & Communications Division Attn: Merlita Lagura	1111 Alakea St. 9th Floor Honolulu, HI 96813	1/2/2015	x		1,000						
JUD	Administrative Fiscal Office Attn: Myrna Fong	1111 Alakea St. 6th Floor Honolulu, HI 96813	1/2/2015	x	1,000							
JUD	Administrative Fiscal Office Attn: Myrna Fong	1111 Alakea St. 6th Floor Honolulu, HI 96813	1/2/2015	x		1,000						
JUD	Administrative Fiscal Office Attn: Myrna Fong	1111 Alakea St. 6th Floor Honolulu, HI 96813	1/2/2015						1,000			
JUD	District Court of the First Circuit Judicial Services Branch Attn: David Suzuki	1111 Alakea St. 3rd Floor Honolulu, HI 96813	1/7/2015	x	20,000							
JUD	Wahiawa District Court Attn: Frances Chun	1034 Kilani Ave Suite 110 Wahiawa, HI 96786	1/2/2015	x	5,000							
			4/1/2015	x	5,000							
			7/1/2015	x	5,000							
			10/1/2015	x	5,000							
JUD	Family Court of the Fifth Circuit, Juvenile Client & Family Services Branch Attn: Arlene Sumida	3970 Kaana St., Suite 305 Lihue, HI 96766	1/2/2015	x	5,000							
JUD	Fifth Circuit Court, Adult Client Probation Services Attn: Jacqueline Raquel	3970 Kaana St., Suite 304 Lihue, HI 96766	1/15/2015	x	15,000							

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					A	B	C	D	E	F	G	H
JUD	Fifth Judicial Circuit Court Support Services Attn: Stephanie Noda	3970 Kaana St., Suite 205 Lihue, HI 96766	1/2/2015	x	25,000							
JUD	Circuit Court of the Fifth Circuit Chief Court Administrator's Office Attn: Helene Yamamotoya	3970 Kaana St., Suite 301 Lihue, HI 96766	1/2/2015	x	5,000							
TOTALS BY ITEM NO.					232,000	339,500	1,000	10,000	10,000	125,000	62,500	2,200,000
* Delivery Address may differ from Billing Address												