

DAVID Y. IGE  
GOVERNOR



SARAH ALLEN  
ADMINISTRATOR

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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<http://spo.hawaii.gov>

January 20, 2015

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

FROM: Sarah Allen  
Administrator

SUBJECT: **Change No. 2**  
SPO Price List Contract No. 15-01  
**VARIOUS STATE FORMS AND NON-PRINTED CARBONLESS PAPER -  
STATEWIDE**  
IFB-15-001-SW  
Order Deadline Date: October 15, 2014

The following change is made to the price list contract:

- Update Point of Contact information for the Executive jurisdiction.

The current price list contract incorporating Change No. 2 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 [careyann.r.sasaki@hawaii.gov](mailto:careyann.r.sasaki@hawaii.gov).

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Price List Contract No. 15-01**  
Replaces SPO PL Contract No. 14-02  
Includes Change No. 2  
Revised: 01/20/2015

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

(IFB-15-001-SW)

Requirements for Calendar Year 2015

**ORDER DEADLINE DATE: OCTOBER 15, 2014**

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

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

**USE OF THE PRICE LIST CONTRACT.** Per Requirements Circular No. C14-02, dated May 21, 2014, jurisdiction quantity requirements were submitted in response to this circular and are firm commitments to purchase. Agencies shall place orders directly with the awarded vendor(s) for their quantities submitted. In the event an agency listed on the attached Agency Requirements fails to submit its order by October 15, 2014, 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 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 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 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* 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*.

**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 and UH)	Carey Ann Sasaki	586-0575	586-0570	<a href="mailto:careyann.r.sasaki@hawaii.gov">careyann.r.sasaki@hawaii.gov</a>
HHSC	Joe Evanoff	733-4168	733-4460	<a href="mailto:jevanoff@hhsc.org">jevanoff@hhsc.org</a>
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	<a href="mailto:phylliso@oha.org">phylliso@oha.org</a>
House	Brian Takeshita	586-6423	586-6401	<a href="mailto:takeshita@capitol.hawaii.gov">takeshita@capitol.hawaii.gov</a>
Senate	Carol Taniguchi	586-6720	586-6719	<a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>
Judiciary	Newton Sakamoto	538-5805	538-5802	<a href="mailto:newton.t.sakamoto@courts.state.hi.us">newton.t.sakamoto@courts.state.hi.us</a>

**USE OF PRICE & VENDOR LIST CONTRACTS 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 & vendor 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 price or vendor list contract, the nonprofit must obtain approval from each Contractor, i.e., participation must be mutually agreed upon. A Contractor may choose to deny participation by a nonprofit. Provided, 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 a SPO price or vendor list Contractor(s).

#### **VENDOR(S):**

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Pacific Business Forms, Inc.

Business/Remittance Address:

2958 Ualena St., Suite A  
Honolulu, HI 96819

Contact person: Joni Ouchi

Email: [jouchi@gosafeguard.com](mailto:jouchi@gosafeguard.com)

Phone: (808) 597-1717

Fax: (877) 837-1469

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Service Printers Hawaii, Inc.

Business/Remittance Address:

1829 Dillingham Blvd.  
Honolulu, HI 96819

Contact Person(s): Janice Nishimura  
Kathy Yamashiroya

Email: [csr@serviceprintershawaii.com](mailto:csr@serviceprintershawaii.com)  
[kathy@serviceprintershawaii.com](mailto:kathy@serviceprintershawaii.com)

Phone: (808) 841-7644

Fax: (808) 847-1487

**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, excluding HHSC and OHA, 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 \$2500 or more; and for Contractors 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. 15-01** shall be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 15-01 shall be notated on the appropriate transaction document.

**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 \$60.00 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, 2014. 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 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. C14-02 dated May 21, 2014. For all forms, requirements may be increased but not decreased at 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 16, 2015. 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.

**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 compliance prior to utilizing a SPO Price or Vendor List Contract.

**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.

**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* 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.

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	\$58.31 /pack	Service Printers Hawaii, Inc.
2a	SAF B-24	Official Receipt Book, 2-parts (50 sets/book)	\$8.90 /book	Service Printers Hawaii, Inc.
2b	SAF B-24	Official Receipt Book, 3-parts (50 sets/book)	\$4.10 /book	Service Printers Hawaii, Inc.
2c	SAF B-24	Official Receipt Book, 4-parts (50 sets/book)	\$4.50 /book	Service Printers Hawaii, Inc.
3	SAF C-04	Requisition and Purchase Order, Continuation, (2nd page), 7-part	\$829.00 /pack	Service Printers Hawaii, Inc.
4a	SAF D-55	Individual Time Sheet, 3-part	\$10.75 /pack	Service Printers Hawaii, Inc.
4b	SAF D-55	Individual Time Sheet, 4-part	\$13.80 /pack	Service Printers Hawaii, Inc.
5	SAF D-56	Organizational Time Sheet, 3-part	\$24.50 /pack	Service Printers Hawaii, Inc.
6	SAF D-60	Salary Assignment/Cancellation, 4-part	\$13.70 /pack	Service Printers Hawaii, Inc.
7	SAF D-62	Motor Vehicle Insurance Deduction Authorization, 4-part	\$220.00 /pack	Service Printers Hawaii, Inc.
8	SAF D-70	Notification for Payroll Adjustment, 4-part	\$32.73 /pack	Service Printers Hawaii, Inc.
9	G-2	Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation, 5-part	\$25.16 /pack	Service Printers Hawaii, Inc.
10	HRD-10	Notification of Temporary Assignment, 4-part	\$17.75 /pack	Service Printers Hawaii, Inc.
11	HRD-305	Certification Form, 4-part	\$131.00 /pack	Service Printers Hawaii, 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	\$37.85 /set	Pacific Business Forms, Inc.
13	SAF C-03	Requisition & PO, 5-part	\$51.59 /set	Pacific Business Forms, Inc.
14	SAF C-03	Requisition & PO, 6-part	\$95.18 /set	Pacific Business Forms, Inc.
15	SAF C-03	Requisition & PO, 7-part	\$37.01 /set	Pacific Business Forms, Inc.

**Continuous Form, Carbonless**

16	SAF C-03	Requisition & PO, 4-part	\$234.56 /M	Pacific Business Forms, Inc.
17	SAF C-03	Requisition & PO, 5-part	\$252.07 /M	Pacific Business Forms, Inc.
18	SAF C-03	Requisition & PO, 6-part	\$350.10 /M	Pacific Business Forms, Inc.
19	SAF C-03	Requisition & PO, 7-part	\$313.33 /M	Pacific Business Forms, Inc.

**Imprinting and Pre-Numbering**

IMPRINTING charge	\$60.00
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	\$37.00 /ream	Service Printers Hawaii, 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**

ORGANIZATION

**Area #3**

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
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**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, 2015 to December 31, 2015

**GROUP A - Various Standard Snap-Out Forms**

*Island Key*

O=Oahu                      L=Lanai  
H=Hawaii                  V=Various  
M=Maui  
K=Kauai

Island	AGENCY / DIVISION / PROGRAM	Contact Name	Bid Item No.	1	2a	2b	2c	B-24 imprint	B-24 pre-#	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			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
				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O	DAGS/Accounting - Pre-Audit	Sheila Walters										3							
O	DAGS/Archives	Harriet Miura									4								
O	DAGS/Automotive Management	Hugh Sonoda				30		x	x										
O	DAGS/CSD	Zayna Sakuma										3							2
O	DAGS/Personnel	Jody Taira										1		2				2	
O	DAGS/Stadium	Isabelle Nishimoto									5			5					1
O	DAGS/SPO	Ronnie Correa																	2
O	B&F/Administrative & Research/Budget & Fiscal	Louisa Lee														1			
O	B&F/Administrative & Research Office/Human Resources	Shirley Chan															2		
O	B&F/Public Utilities Commission	Brooke Kane				15		x	x										
O	DCCA/ASO/Fiscal	Jodee Saiki										9		2					
O	DBEDT/HHFDC/FMO	Lois Tanaka										1							
O	DBEDT/HTDC	Gail Yamasaki																	
H	DBEDT/NELHA	Jerrae Miranda								1									
O	DOD/State Fiscal Office	Teresa Lee		1	4			x	x							1			
O	DOD/State Civil Defense	Evelyn Kobayashi										4							
O	HHSC/Payroll/HR	Dawn Hirakawa									780			37	2	2	7		
O	HSPLS/LSS	Jan Townsend																	50
O	DHHL/Fiscal Office	Christe Lum									15			4		2	2	1	
O	DOH/EOA	Jennifer Ching		2															
O	DOH/DDD	Katherine Tanji																	2
O	DOH/DDD/HCDSB	Linda Austin					2		x										
O	DOH/DDD/CMB	Jay Ulmer																	4
O	DOH/FHSD/EIS	Amy Rivera		3															
O	DOH/FHSD/MCHB	Lori Shimabuku																	3
O	DOH/EMD/EHSD	Sheryl Kajiyama					95												17
H	DOH/Hawaii DHO	Jennie Yamaguchi																	2
O	DHRD	Lynette Yokoyama												1					1
O	DHS/HPHA/CPO	Gary Ito												1		1	1		
O	DHS/AQCRO	Fran Yanagisawa															1	2	
O	DHS/BPMO	Fran Yanagisawa															1	1	
O	DHS/Fiscal Management - Acctg	Phyllis Uyehara				10													
O	DHS/DVR/SBB/Ho'Opono	Janet Masuko-Kagimoto																	1
O	DHS/DVR/Adm	Ania Santiago																	2
O	DHS/DVR/DBB	Wendy Javillo																	2
O	DHS/SSD/CWSB/OCWSS2/WOCWS2	Amelia Miyataki									3								

**CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper**  
January 1, 2015 to December 31, 2015

O	DHS/SSD/CWSB/OCWSS3/IU-1	Verna Zuniga-Okazaki							2										
O	DHS/SSD/CWSB/OCWSS2/WOCWSU4	Norissa Ramirez																2	
O	DHS/SSD/CWSB/OCWSS1/OSSU2	Christie Muyano							2										
O	DHS/SSD/CWSB/OCWSS4	Joan Alison							8								2	2	
O	DHS/BESSD/Investigations	Rae Ignacio																	1
O	DHS/BESSD/Administration	Cheryl Takano				6												2	8
O	DHS/BESSD/OB/SSO	Juvy Abad																3	6
O	DHS/Hawaii Youth Correctional Facility	Linda Kamimoto							30										4
H	DHS/BESSD/NIB/EHS	Mei Ling Bailado																	5
H	DHS/SSD/CWSB/WHCWSS	Bevlie Chong																1	2
M	DHS/BESSD.NIB/MS/EM1	Robin Tokunaga										1						1	
M	DHS/DVR/Maui	Ann Makekau																	2
O	JUD/Courts of Appeal	Sandra Miyasato							2			2							
O	JUD/Admin-SA	Karen Kimm							1										1
O	JUD/Admin-HR	Nadine Rauschenber										5							
O	JUD/Admin-ITCD	Gil Tuquero							3									1	2
O	JUD/Family Court 1st	Diane Isobe							15			3						3	3
O	JUD/Juvenile Detention Home	Sharla Nakamura										1							2
O	JUD/1st Judicial Circuit - DCCA	Beverly Mito										1						1	
H	JUD/3rd Judicial Circuit	Colin Young							5			2						2	2
K	JUD/5th Judicial Circuit-Fiscal	Shirley Yoshida							2									1	
O	DLIR/WDD-Adm	Myrna Suzuki									1	1							1
O	DLIR/Research & Statistics	Deana Boswell							4		2								
O	DLIR/ASO/Federal/Fiscal	Nancy Gakiya										1					2		
O	DLIR/Disability Compensation Div	Joyce Kansaki				10			x	3		2	1					1	2
O	DLIR/HIOSH	Deirdre Yamasaki				12													
O	DLNR/ADMIN SVCS OFFICE/FISCAL	Fides M. Doles							5			3							
O	DLNR/DIV OF FORESTRY & WILDLIFE	Michelle B. Del Rosario							2										
O	DLNR/DOCARE	Norine Oyasato							15										
M	DLNR/DOCARE	Mona Castardo							12										
O	DLNR/STATE PARKS/ADMIN	Teresa Ching										1							
O	DLNR/DBOR/OD/V-R	Faith Ching				80			10										
H	DLNR/DBOR/BOR-HHK	Sally Geiger							5									1	1
M	DLNR/DBOR/BOR-M	Cristina Magaoay							10									2	5 2
O	DLNR/DIV OF AQUATIC RESOURCES	Lorraine E. Takaoka							5										
O	OHA	Phyllis Ono-Evangelista							1			3					1	2	1
O	PSD/Admin/PER	Myrna Yamane							1			4							1
O	PSD/Admin/FIS	Emily Matsumoto							2								2		
O	PSD/NED	Andrina Labasan							2										
O	PSD/CPS/Education	Valerie Nakamura																1	1
O	PSD/CPS/Food Service	Luz Gonzales-Mills							20										
O	PSD/Health Care	Tracey Labanon-Gomes							17									1	
O	PSD/OCCC	Nyrie Salcedo										1						1	18
O	PSD/HCF	Theo Leatumauga							200	10		5							20

**CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper**  
January 1, 2015 to December 31, 2015

O	PSD/WCCC	Tracy Iwamoto-Dias									40							
O	PSD/WCF	Walter Zaharevitz			100						15	9						
O	PSD/SD/Admin	Nalani Myers									10		5				10	
H	PSD/HCCC	Tessie Brown	1	3	10						50						10	
H	PSD/HISC	Chris Ebanez									2							
H	PSD/KCF	Nyla Silva							20		5	5		5	2	8		
M	PSD/MCCC	Bridgette Adric									10						1	
O	LEG/House of Representative	Neal Shigemura											4					
O	DOTAX/ASO	Leslie Inouye			127		x	x			41		1					
O	DOT/ADMIN/BUS-F	Kevin Nako									1						2	
O	DOT/HARBORS/PERSONNEL	Candice Shintani											2					
O	DOT/HARBORS/FISCAL	Aurora Bigelow									6							
M	DOT/HARBORS/MAUI DISTRICT	Brandie Shimabukuro									10						4	
O	DOT/Highways/Personnel	Erlene Takiguchi									11		4			2	7	
O	DOT/AIRPORTS/AIR-AF	Cora Redor									10			3			2	
O	DOT/AIRPORTS/AIR-AP	Analiza Malonzo									10	1	2			1		2
O	DOT/AIRPORTS/AIR-0SU	Teena Narido									220		4			1	118	
H	DOT/AIRPORTS/AIR-H (HILO)	Tiffinie Smith									50							
M	DOT/AIRPORTS/AIR-M	Brian Kamimoto									100							
K	DOT/AIRPORTS/AIR-K	Terri A. Laguatan				12					30		4			2	30	
<b>GROUP A - Total by Island:</b>																		
		Oahu	6	4	310	177		0	853	689	25	106	2	15	38	305	2	
		Hawaii	1	3	10	0		1	20	112	5	7	0	5	6	30	0	
		Maui	0	0	0	0		0	0	142	0	1	0	0	3	12	2	
		Kauai	0	0	0	12		0	0	32	0	4	0	0	3	30	0	
		Lanai	0	0	0	0		0	0	0	0	0	0	0	0	0	0	
<b>GROUP A - TOTAL ALL ISLANDS</b>			<b>7</b>	<b>7</b>	<b>320</b>	<b>189</b>		<b>1</b>	<b>873</b>	<b>975</b>	<b>30</b>	<b>118</b>	<b>2</b>	<b>20</b>	<b>50</b>	<b>377</b>	<b>4</b>	
			<b>pks</b>	<b>bks</b>	<b>bks</b>	<b>bks</b>		<b>pks</b>	<b>pks</b>	<b>pks</b>	<b>pks</b>	<b>pks</b>	<b>pks</b>	<b>pks</b>	<b>pks</b>	<b>pks</b>	<b>pks</b>	

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, 2015 to December 31, 2015

**GROUP B - SAF C-03 Requisition and PO Form**

Island	AGENCY / DIVISION / PROGRAM	Contact Name	Bid Item No.				Bid Item No.				est. imprint /pre-# rqmts	
			Part:				Part:				imprint	pre-#
			PART I: Snap-Out, Single Sets				PART II: Continuous					
SAF Form No.	No. of Parts:	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/Automotive Management	Hugh Sonoda					1000					
O	DAGS/Campaign	Ellen Kojima		1							x	x
O	DAGS/Personnel	Jody Taira		1							x	
O	DOA/ASO/Fiscal	Kimberli Hayashi					4000				x	
O	AG/CPJAD	Amy Tatsuno					1000					
O	DBEDT/ASO/Fiscal	Linda Tanna		15							x	x
O	DBEDT/HTDC/Admin	Gail Yamasaki		3							x	x
O	DOD/State Fiscal Office	Teresa Lee				7						
O	DHHL/Fiscal Office	Christe Lum						3000				
O	DHS/HPHA/CPO	Gary Ito				50						x
O	DHS/Director's Office	Zelda Viernes		1							x	x
O	DHSSSD/CWSB/OCWSS2/WOCWS2	Amelia Miyataki		2							x	
O	DHS/SSD/CWSB/OCWSS4	Joan Alison		16							x	
O	DHS/SSD/CWSB/PDO	Kori Nakamura		2								
O	DHS/SSD/CWSB/OCWSS3/RHLU	Shanda Taylor			3							
H	DHS/SSD.CWSB/EHCWSS	Sheryl Medeiros		10							x	x
O	DLNR/DOCARE	Norine Oyasato				5					x	x
M	DLNR/DOCARE	Mona Castardo							1000		x	x
O	DLNR/DBOR/Adm/Oahu District	Faith Ching				20						
H	DLNR/DBOR/BOR-HHK	Sally Geiger				10						
M	DLNR/DBOR/BOR-M	Cristina Magaoay				10						
O	PSD/NED	Andrina Labasan							1000			
O	PSD/HCF	Theo Leatumauga							1000			
O	PSD/CVCC	Joy Takatsuka							1000			
O	PSD/OCCC	Nyrie Salcedo							1000			
H	PSD/KCF	Nyla Silva							3000			
H	PSD/HISC	Chris Ebanez						1000				
O	LEG/Senate	Deborah Aki	16								x	x
M	DOT/HARBORS/Maui District	Brandie Shimabukuro			5						x	x
<b>GROUP B - Total by Island</b>												
	Oahu		16	41	3	82	0	6000	3000	4000		
	Hawaii		0	10	0	10	0	0	1000	3000		
	Maui		0	0	5	10	0	0	0	1000		
	Kauai		0	0	0	0	0	0	0	0		

**GROUP B - TOTAL ALL ISLANDS**

**16 51 8 102 0 6000 4000 8000**  
**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, 2015 to December 31, 2015

**GROUP C - Non-Printed Carbonless Paper**

Island	AGENCY / DIVISION / PROGRAM	Contact Name	Bid
			Description: Carbonless paper (reams)
			20
			-
O	DAGS/Automotive Management	Hugh Sonoda	2
O	DOA/ASO/Fiscal	Kimberli Hayashi	5
O	AG/Fiscal	Kapiolani Teves	2
O	B&F/Financial Administration Division	Cathy Young	10
O	B&F/Administrative & Research Office	Louisa Lee	2
O	DBEDT/HCDA	Chrissie Lu	3
O	DBEDT/HHFDC/FMO	Lois Tanaka	6
H	DBEDT/NELHA	Jerrae Miranda	2
O	DOD/State Fiscal Office	Teresa Lee	4
O	DHHL/Fiscal Office	Christe Lum	12
O	HSPLS/LSS	Jan Townsend	36
O	DOH/ASO	Iris Quinto	25
O	DOH/EMD	Sheryl Kajiyama	15
O	DHRD	Lynette Yokoyama	1
O	DHS/FMO/Acctg	Phyllis Uyehara	10
O	DHS/DVR/SBB/Ho'opono	Janet Masuko-Kagimoto	3
O	DHS/Hawaii Youth Correctional Facility	Linda Kamimoto	1
M	DHS/DVR/Maui	Ann Makekau	1
O	JUD/Law Library	Kelli Kondo	2
O	JUD/Admin Fiscal	Myrna Fong	4
O	JUD/Family Court 1st	Diane Isobe	2
O	JUD/District Court 1st-Ewa	Suzanne Hiramoto	4
O	JUD/District Court 1st-Fiscal Acctg	Mina Palmer	8
O	JUD/District Court 1st-Kaneohe	Karen Suzuki	3
O	JUD/District Court 1st-Waianae	Suzanne Hiramoto	4
M	JUD/2nd Circuit-Fiscal	Deanna Corden	20
K	JUD/5th Circuit-Fiscal	Shirley Yoshida	6
O	DLIR/ASO/Federal/Fiscal	Nancy Gakiya	12
O	DLIR/Office of Community Services	Debby Lee	2
O	DLIR/UI/Empl Svc	Cheryl Hirata	2
O	PSD/Admin/Fiscal	Emily Matsumoto	8
O	PSD/Mainland Branch	Nikkie Tui	1
O	PSD/HCF	Theo Leatumauga	2
O	PSD/OCCC	Nyrie Salcedo	1
O	PSD/NED	Andrena Labasan	2
M	PSD/MCCC	Bridget Adric	3
O	DLNR/ADMIN SVCS OFFICE/FISCAL	Linda N. Wong	5
O	DLNR/Bureau of Conveyances	Debbie Cheong	10

**CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper**  
 January 1, 2015 to December 31, 2015

<input type="checkbox"/>	DLNR/DBOR/Fiscal Section	Faith Ching		13
<input type="checkbox"/>	DOTAX/ASO	Leslie Inouye		30
<input type="checkbox"/>	DOT/ADMIN/BUS-F	Kevin Nako		2
<input type="checkbox"/>	DOT/Highways/Personnel	Erline Takiguchi		4

GROUP C - Total by Island:

Oahu	258
Hawaii	2
Maui	24
Kauai	6

**GROUP C - TOTAL ALL ISLANDS**

**290 reams**

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