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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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September 30, 2016

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

FROM: *for* Sarah Allen, Administrator 

SUBJECT: **New Price List Contract**
SPO Price List No. 17-01
**VARIOUS STATE FORMS AND NON-PRINTED CARBONLESS PAPER -
STATEWIDE**
IFB-17-002-SW
Order Deadline Date: October 14, 2016

This is a new Price List Contract for Various State Forms and Non-Printed Carbonless Paper – Statewide, SPO Price List Contract No. 17-01.

This contract is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

If you have any questions, please contact Shawn Richey at (808) 586-0577 or email shawn.l.richey@hawaii.gov

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 17-01
Replaces SPO PL Contract No. 16-01
Effective: 09/29/2016

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

(IFB-17-002-SW)

Requirements for Calendar Year 2017

ORDER DEADLINE DATE: OCTOBER 14, 2015

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

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

USE OF THE PRICE LIST CONTRACT. Per Requirements Circular No. C16-02 dated May 27, 2016, the jurisdiction quantity requirements were submitted in response to these circulars and are firm commitments to purchase various state forms and non-printed carbonless paper. Agencies shall place orders directly with the Contractors for their quantities submitted. In the event an agency listed on the attached Agency Requirements fails to submit its order by October 14, 2016, the Contractors has the option to automatically process the order at the contracted price. If the Contractors exercises this option, they shall contact the agency for delivery coordination and imprinting/pre-numbering information, if applicable, and invoice appropriately.

Quantities listed on the attached Agency Requirements represent a minimum amount. The State reserves the right to purchase larger quantities for Group A, Various Standard Snap-Out Forms and Group B, Requisition and PO Forms only, at the prices quoted for this solicitation and the orders shall be placed with the Contractors by October 14, 2016. Agencies not listed in the attached Agency Requirements are allowed to order forms from Group A, Various Standard Snap-Out Forms and Group B, Requisition and PO Forms on or before the order deadline date. Agencies not listed on Attachment 2 shall not place orders for Group C, Non-Printed Carbonless Paper.

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

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

When the price list contract is not used, agencies shall purchase using the applicable procurement method and its procedures, such as small purchases or Competitive Sealed Bidding. All approvals shall be made prior to purchase. Purchases made after-the-fact, without prior approval, shall be processed as procurement violations through the form SPO-016, *Procurement Violation: Report of Findings and Corrective Action and/or Request for After-the-Fact Payment Approval*.

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

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Phone	Fax	E-mail
Executive	Shawn Richey	586-0575	586-0570	shawn.l.richey@hawaii.gov
HHSC	Joe Evanoff	733-4168	733-4460	jevanoff@hhsc.org
UH	Matthew Chow (Primary) Karlee Hisashima	956-2765 956-8687	956-2096 956-2093	chowmatt@hawaii.edu karlee@hawaii.edu
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

CONTRACTORS. The following Contractors are authorized to provide Various State Forms and Non-Printed Carbonless Paper to the State of Hawaii.

Pacific Business Forms, Inc.

Business Address:
2958 Ualena Street, Suite A
Honolulu, HI 96819

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

Remittance Address:
Same as business address

Service Printers Hawaii, Inc.

Business Address:
1829 Dillingham Blvd.
Honolulu, HI 96819

Contact Person:
Kathy Y. Tamashiroya
Phone: (808) 841-7644
Fax: (808) 847-1487
Email: kathy@serviceprintershawaii.com

Remittance Address:
Same as business address

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

COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Price List Contract No. 17-01. No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this contract.

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, excluding HHSC, for orders totaling less than \$2,500. For purchases \$2,500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS may be issued for purchases \$2,500 or more and for Contractors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or who charge its customers a transaction fee for the usage.

SPO PL CONTRACT NO. 17-01 will be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 17-01 shall be notated on the appropriate transaction document.

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

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

PRICE OR VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

ORDERING INSTRUCTIONS.

UNIT PRICES include delivery to destination and all other costs except the State General Excise Tax, currently 4.5% for sales on Oahu, and 4% for sales on the islands of Hawaii, Maui, Kauai, Molokai and Lanai. Agencies are advised to add the tax amount to their purchase order total.

IMPRINTING AND PRE-NUMBERING CHARGES. For SAF C-03, Requisition and PO Forms, imprinting and pre-numbering charges are not included in the unit price and are one-time, flat rate charges. Agencies requesting imprinting must add \$120.00 to their order for each set of imprinting. Agencies requesting pre-numbering must add \$30.00 to their order for each series of pre-numbering. Agencies are requested to submit Attachment 1, SAF C-03 Order Form, with their order indicating the exact imprinting and pre-numbering information required for each order of SAF C-03 forms.

ORDERING on a timely basis is the responsibility of each agency. All orders shall be placed with the Contractor by October 14, 2016. The Contractors are not obligated to accept any order received after the deadline date. The Contractors shall honor all orders received by the deadline date and deliver by the delivery deadline. At the time of order, agencies are requested to specify imprinting and pre-numbering requirements, if applicable, and the exact delivery address. Agencies shall not issue purchase orders specifying delivery after the delivery deadline date.

Attachment 2, Agency Requirements, lists requirements submitted in response to SPO Circular No. C16-02 dated May 27, 2016. For all forms, requirements may be increased but not decreased at the time of ordering. For non-printed carbonless paper, the requirements remain firm and shall not be increased or decreased.

Agencies not listed on Attachment 2 are allowed to order forms from Group A, Various Standard Snap-Out Forms and Group B, Requisition and PO Forms on or before the order deadline date. Agencies not listed on Attachment 2 shall not place orders for Group C, Non-Printed Carbonless Paper.

MINIMUM ORDERS.

Group A - Various Standard Snap-Out Forms. The minimum order on each order shall be \$20.00 (excluding the GET) or the total order for Agencies whose total requirements total less than \$20.00. Agencies are requested to place a minimum order of 5 books when ordering SAF B-24 (all parts). Orders shall be placed in increments of 100 sets per pack or for SAF B-24, 50 sets per book.

Group B - Requisition and PO Forms. For snap-out forms, orders shall be placed in increments of 100 forms per set. For continuous forms, the minimum order is 1000 sets. When ordering SAF C-03, Agencies are requested to submit a completed Attachment 1 with orders.

Group C – Non-Printed Carbonless Paper. The minimum order on each order for non-printed carbonless paper shall be one (1) ream.

DELIVERIES by the Contractors shall be made on or before January 13, 2017. Exact delivery address shall be provided by the individual agency when placing an order. If delivery address is not indicated on order, Contractors shall contact the appropriate agency, prior to shipment and coordinate delivery arrangements.

The Contractors shall deliver the exact amount ordered to the address stated on the order form; no overruns or under runs will be accepted. The State will not pay for any overruns that the Contractor may deliver.

INSPECTION. Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the vendor within five (5) working days from delivery date.

ATTACHMENT 1-SAF C-03 Order Form
ATTACHMENT 2-Agency Requirements

GROUP A - VARIOUS STANDARD SNAP-OUT FORMS

Item No.	Form No.	Title	Unit Price	Vendor
1	SAF B-14	Treasury Deposit Receipt (cont), 4-part	\$158.00 /pack	Service Printers Hawaii, Inc.
2a	SAF B-24	Official Receipt Book, 2-parts (50 sets/book)	\$36.00 /book	Service Printers Hawaii, Inc.
2b	SAF B-24	Official Receipt Book, 3-parts (50 sets/book)	\$3.95 /book	Service Printers Hawaii, Inc.
2c	SAF B-24	Official Receipt Book, 4-parts (50 sets/book)	\$62.00 /book	Service Printers Hawaii, Inc.
3	SAF C-04	Requisition and Purchase Order, Continuation, (2nd page), 7-part	\$276.00 /pack	Service Printers Hawaii, Inc.
4a	SAF D-55	Individual Time Sheet, 3-part	\$12.70 /pack	Service Printers Hawaii, Inc.
4b	SAF D-55	Individual Time Sheet, 4-part	\$13.00 /pack	Service Printers Hawaii, Inc.
5	SAF D-56	Organizational Time Sheet, 3-part	\$13.70 /pack	Service Printers Hawaii, Inc.
6	SAF D-60	Salary Assignment/Cancellation, 4-part	\$12.80 /pack	Service Printers Hawaii, Inc.
7	SAF D-62	Motor Vehicle Insurance Deduction Authorization, 4-part	\$66.50 /pack	Service Printers Hawaii, Inc.
8	SAF D-70	Notification for Payroll Adjustment, 4-part	\$101.50 /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	\$20.30 /pack	Service Printers Hawaii, Inc.
10	HRD-10	Notification of Temporary Assignment, 4-part	\$15.70 /pack	Service Printers Hawaii, Inc.
11	HRD-305	Certification Form, 4-part	\$150.00 /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
<u>Snap-Out, Single Form, Carbonless</u>				
12	SAF C-03	Requisition & PO, 4-part	\$63.33 /set	Pacific Business Forms, Inc.
13	SAF C-03	Requisition & PO, 5-part	\$63.99 /set	Pacific Business Forms, Inc.
14	SAF C-03	Requisition & PO, 6-part	\$62.79 /set	Pacific Business Forms, Inc.
15	SAF C-03	Requisition & PO, 7-part	\$65.29 /set	Pacific Business Forms, Inc.
<u>Continuous Form, Carbonless</u>				
16	SAF C-03	Requisition & PO, 4-part	\$362.27 /M	Pacific Business Forms, Inc.
17	SAF C-03	Requisition & PO, 5-part	\$393.70 /M	Pacific Business Forms, Inc.
18	SAF C-03	Requisition & PO, 6-part	\$440.17 /M	Pacific Business Forms, Inc.
19	SAF C-03	Requisition & PO, 7-part	\$461.53 /M	Pacific Business Forms, Inc.
<u>Imprinting and Pre-Numbering</u>				
		IMPRINTING charge	\$120.00	
		PRE-NUMBERING charge	\$30.00	

Packaging: Snap-Out-100 forms/set (st); Continuous: minimum order is 1000 sets. /M = per thousand
 Quantities are firm commitments. Agencies can increase their order quantity.
 Agencies are requested to submit Attachment 1 when ordering SAF C-03.
 Imprinting and/or pre-numbering charges are a one-time, flat-rate charge. When requesting for
 imprinting and/or pre-numbering, Agencies must add the applicable amount to their order.

GROUP C - NON-PRINTED CARBONLESS PAPER

Item No.	Description	Unit Bid Price	Vendor
20	Non-Printed Carbonless Paper for printing of form SAF B-13, 8-1/2" x 11", single sheet, canary color, with 2 standard holes drilled at top for filing, compatible with copiers and laser printers	\$39.46 /ream	Pacific Business Forms, Inc.
21	Non-Printed Carbonless Paper for printing of form SAF D-70, 8-1/2" x 11", single sheet, goldenrod color, with 2 standard holes drilled at top for filing, compatible with copiers and laser printers	\$42.34 /ream	Pacific Business Forms, Inc.

Packaging: 500 sheets/ream (rm)

Quantities are based on firm commitments. Agencies shall order EXACT quantity.

	1 SAF A-30	Application for Investments, 5-part	pack(s)
4a	SAF B-24	Official Receipt Book, 2-parts (50 sets/book)	_____ book(s)
4b	SAF B-24	Official Receipt Book, 3-parts (50 sets/book)	_____ book(s)
4c	SAF B-24	Official Receipt Book, 4-parts (50 sets/book)	_____ book(s)
	5 SAF C-04	Requisition and Purchase Order, Continuation, (2 nd page), 7-part	_____ pack(s)

Payroll Forms

6a	SAF D-55	Individual Time Sheet, 3-part	_____ pack(s)
6b	SAF D-55	Individual Time Sheet, 4-part	_____ pack(s)
7	SAF D-56	Organizational Time Sheet, 3-part	_____ pack(s)
8	SAF D-60	Salary Assignment/Cancellation, 4-part	_____ pack(s)
9	SAF D-62	Motor Vehicle Insurance Deduction Authorization, 4-part	_____ pack(s)

10 SAF D-66	Health Benefits Plan Deduction Authorization, 4-part	_____	pack(s)
11 SAF D-67	Premium Conversion Plan-Benefit Election Form, 4-part	_____	pack(s)
12 SAF D-70	Notification for Payroll Adjustment, 4-part	_____	pack(s)

Forms are packaged 100 sets per pack unless stated otherwise.

Quantity per Form

Personnel Forms

14 G-2	Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation, 5-part	_____	pack(s)
16 HRD-10	Notification of Temporary Assignment, 4-part	_____	pack(s)
17 HRD-305	Certification Form, 4-part	_____	pack(s)

ATTACHMENT 1: SAF C-03 REQUISITION AND PURCHASE ORDER

Submit this form with your order when ordering SAF C-03.

Form delivery and invoice addresses are provided below:

Delivery Address: _____	Invoice Address: _____
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IMPRINTING / PRE-NUMBERING

Complete this section if imprinting/pre-numbering is required

IMPRINTING:

If required on your order, on the form below, type the exact imprinting required. You may request imprinting in any or all of the five (5) numbered areas.

**STATE OF HAWAII
REQUISITION & PURCHASE ORDER**

Area #1

Area #2

Area #3

ORGANIZATION

FUNCTION AND ACTIVITY

NOTICE TO VENDORS

Conditions of purchase are listed on the back side of this purchase order. Please read carefully. Payments may be delayed if all steps are not followed.

The State of Hawaii is an EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION employer. We encourage the participation of women and minorities in all phases of employment.

PURCHASE ORDER NO.

Date _____

Deliver Before _____

DELIVERY ADDRESS

Area #4

BILLING ADDRESS

Area #5

QUAN.	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
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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, 2017 to December 31, 2017

GROUP A - Various Standard Snap-Out Forms

Island Key

O=Oahu

H=Hawaii

M=Maui

K=Kauai

L=Lanai

V=Various

Island	AGENCY / DIVISION / PROGRAM	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
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O	DAGS/Accounting - Pre-Audit										2						1	
O	DAGS/Accounting - UARB										2						2	
	DAGS/ASO																1	
O	DAGS/Automotive Management				30		x	x		3								
O	DAGS/CSD										15						2	
M	DAGS/Central Services									6							3	
	DAGS/Enhanced 911									1								
K	DAGS/Kauai District Office										2						2	
O	DAGS/Personnel												2					
O	DAGS/Public Works																4	
O	DAGS/Stadium									3			2					
O	DAGS/SPO			1			x			2		1					2	
O	DOA/ASO/Fiscal									5			4					
O	AG/ASO/Fiscal												2			2		
O	DOD/State Fiscal Office			4			x	x										
O	DOD/Office of Veterans Services				5		x	x			2							
O	GOV/Adm															1		
O	DHHL/Fiscal Office									12								

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
January 1, 2017 to December 31, 2017

O	DOH/AMHD/HSB										20	6	10				20	
O	DOH/CDPHPD/CDM										5							
K	DOH/District Health Office																6	
O	DOH/DOCD									4			1				1	
O	DOH/OHSM					1							1				1	
O	DHRD																1	
O	DHS/BESSD/SSO				50													
O	DHS/Directors Office									1			1				1	
O	DHS/FMO/ PAS II				10					x	x							
O	DHS/DVR										1		1			1	1	
O	DHS/DVR/Adm												1				1	
O	DHS/DVR/SBB/Ho'Opono												1	1		1	2	
O	DHS/DVR/DDB										5						5	
O	DHS/MQD																1	
H	DHS/MQD/EB/EHS																1	
O	DHS/MQD/EB/OS/KMU																1	
O	DHS/MQD/HMS 902IA				2								2				3	
O	DHS/MQD/PPDO												1					
O	DHS/Personnel												6				2	
O	DHS/SSD										3						1	1
O	DHS/SSD										1							
H	DHS/SSD/APCSB/EHAPCSS										1							
O	DHS/SSD/APCSB/OAPCSS/OAIU																1	1
M	DHS/SSD/CWSB/ADM												1				3	3

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
January 1, 2017 to December 31, 2017

K	DHS/SSD/CWSB/KCWSS					3	x	x			6		1			1	4
M	DHS/SSD/CWSB/MCWSS																2
O	DHS/SSD/CWSB/OCWSS2								1	12			1	1			
O	DHS/SSD/CWSB/OCWSS3									2							
O	DHS/SSD/CWSB/OCWSS4/EOCWS1					1	x	x									
O	DHS/SSD/CWSB/OCWSS4/EOCWS2					1	x	x			3		1			1	1
O	DHS/SSD/CWSB/OCWSS4/EOCWS3										2						
O	JUD/1st Judicial Circuit - Family Court									2							
O	JUD/1st Judicial Circuit - Fiscal										15						
K	JUD/5th Judicial Circuit-Fiscal										4		4			4	
O	JUD/Judicial Services Branch/ District Court										10						
O	JUD/Office of the Public Guardian									2							
O	JUD/Staff Attorney's Office/ Supreme Court															2	
O	LEG/Senate												2				
O	PSD/Admin/Personnel			1							2		6				1
O	PSD/Admin/Fiscal										2						
O	PSD/Health Care										33						
O	PSD/CPS/Food Service										30						
O	PSD/OCCC										10		4				20
O	PSD/HCF										160	5	3				10
O	PSD/WCCC										50						
O	PSD/SD/Airport										200						200
O	PSD/TSD										4		2			1	5
H	PSD/HCCC			3	10						50		2				15

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
January 1, 2017 to December 31, 2017

H	PSD/HISC										2						1		
H	PSD/KCF									20							10		
M	PSD/MCCC										48						25		
K	PSD/KCCC					100					30		1				12		
O	TAX/ASO					100		x	x		52		4			1			
K	TAX/TPS					15			x										
O	DOT/ADM												1				1		
O	DOT/Air/Maintenance										24		1						
O	DOT/Air/VIP												1						
O	DOT/Har										5				1	1	5		
O	DOT/Hwy/Personnel											2	7				4	7	
GROUP A - Total by Island:																			
		Oahu	0	6	197	3				1	59	648	13	68	2	2	24	297	0
		Hawaii	0	3	10	0				0	21	52	0	2	0	0	1	26	0
		Maui	0	0	0	0				0	6	48	0	1	0	0	3	33	0
		Kauai	0	0	115	3				0	0	42	0	6	0	0	5	24	0
		Lanai	0	0	0	0				0	0	0	0	0	0	0	0	0	0
GROUP A - TOTAL ALL ISLANDS			0	9	322	6				1	86	790	13	77	2	2	33	380	0
			pks	bks	bks	bks				pks									

The above represents the departments minimum requirements for Snap-out (multiple part) Standard Forms for agencies/divisions/programs on the island(s) specified above.

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
January 1, 2017 to December 31, 2017

GROUP B - SAF C-03 Requisition and PO Form

Island	AGENCY / DIVISION / PROGRAM	Bid Item No.	Part:	SAF Form No. No. of Parts:	12	13	14	15	16	17	18	19	est. imprint /pre-# rqmts	
					PART I: Snap-Out, Single Sets				PART II: Continuous				imprint	pre-#
					C-03 4 part	C-03 5 part	C-03 6 part	C-03 7 part	C-03 4 part	C-03 5 part	C-03 6 part	C-03 7 part		
					-	-	-	-	-	-	-	-	-	-
O	DAGS/Accounting - Pre-Audit				1								x	x
O	DAGS/CSD										1000		x	
M	DAGS/Central Services						10							
O	DAGS/ETS										1000			
O	DAGS/KKCC					2								
O	DAGS/Public Works							10					x	
M	DAGS/Public Works						10							
O	DAGS/Stadium								2000					
O	DOA/ASO/Fiscal									3000			x	
O	AG/CPJAD								1000					
O	DOD/State Fiscal Office							5						
O	DOD/Office of Veterans Services							2						
O	DOD/State Fiscal Office													
O	DHHL/Fiscal Office						4							
O	DHRD					5							x	x
H	DHS/Medquest/EB/EHS							5					x	x
H	DHS/Medquest/EB/WHS							5					x	x
H	DHS/SSD/APCSB/EHAPCSS					1							x	x

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
January 1, 2017 to December 31, 2017

K	DHS/SSD/CWSB/KCWSS					10	10							x	x
O	DHS/SSD/CWSB/OCWSS4/EOCWS1					6								x	x
O	DHS/SSD/CWSB/OCWSS4/EOCWS2					6								x	x
O	DHS/SSD/CWSB/OCWSS4/EOCWS3					6								x	x
O	LEG/Senate							2000						x	x
O	PSD/CVCC									3000					
O	PSD/TSD											3000			
H	PSD/KCF											2000			
K	PSD/KCCC											1000			
O	DOT/Har									1000					
GROUP B - Total by Island															
		Oahu	1	7	22	17		5000	3000	6000	3000				
		Hawaii	0	1	0	10		0	0	0	2000				
		Maui	0	0	20	0		0	0	0	0				
		Kauai	0	0	10	10		0	0	0	1000				
GROUP B - TOTAL ALL ISLANDS			1	8	52	37		5000	3000	6000	6000				
			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, 2017 to December 31, 2017

GROUP C - Non-Printed Carbonless Paper

Island	AGENCY / DIVISION / PROGRAM	Bid Item No.	20	21
			Description: Canary color Carbonless paper (reams)	Goldenrod color Carbonless paper (reams)
			-	-
O	DAGS/Accounting - Pre-Audit		1	
O	DAGS/Accounting - UARB		3	
O	DAGS/Automotive Management		2	
O	DAGS/CSD		2	
O	DAGS/ Land Survey		2	
O	DAGS/Stadium		2	
O	DOA/ASO/Fiscal		4	
O	AG/Fiscal		1	1
O	AG/HCJDC		2	
O	B&F/Administrative & Research Office		6	
O	DBEDT/ASO/Fiscal		6	
O	DBEDT/HCDA		2	
O	DBEDT/HTDC		3	
H	DBEDT/NELHA		2	
O	DCCA/ASO/Fiscal		20	2
O	DOD/State Fiscal Office		10	1
O	DHHL/Fiscal Office		5	
O	DOH/FHSD/EIS		3	
O	DOH/Office of Health Status Monitoring		4	

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
January 1, 2017 to December 31, 2017

O	DHRD			1	
O	DHS/FMO/Acctg			10	
O	DHS/DVR/SBB/Ho'Opono			2	
O	DHS/MDQ			8	
O	JUD/1st Judicial Circuit - Fiscal			40	
K	JUD/5th Judicial Circuit-Fiscal			12	
O	JUD/Court of Appeal/ Supreme Court			2	
O	JUD/ICRD/ Supreme Court Law Library			1	
O	DLIR/ Office of Community Services			2	
O	DLNR/ASO			40	3
O	LEG/Senate				1
O	TAX/ASO			20	
K	TAX/TPS			2	
O	DLIR/Office of Community Services			2	
O	PSD/HCF			1	
O	PSD/OCCC			2	
O	PSD/SD/Airport			2	
O	PSD/Admin/Fiscal			10	6
H	PSD/HCCC			1	
O	DOT/Har			2	
GROUP C - Total by Island:					
		Oahu	209	13	
		Hawaii	3	0	
		Maui	0	0	
		Kauai	14	0	
GROUP C - TOTAL ALL ISLANDS			226	13	reams

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

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

GROUP A - Various Standard Snap-Out Forms

Island Key

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

Bid Item No.	1	2a	2b	2c			3	4a	4b	5	6	7	8	9	10	11
SAF Form No.	B-14	B-24	B-24	B-24	B-24 imprint	B-24 pre-#	C-04	D-55	D-55	D-56	D-60	D-62	D-70	G-2	HRD-10	HRD-305
No. of Parts:	4-part	2-part	3-part	4-part			7-part	3-part	4-part	3-part	4-part	4-part	4-part	5-part	4-part	4-part

Island	AGENCY / DIVISION / PROGRAM	Contact Name	1	2a	2b	2c	B-24 imprint	B-24 pre-#	3	4a	4b	5	6	7	8	9	10	11
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O	DAGS/Accounting - UARB	Denise Inouye									2							
O	DAGS/ASO	Audrey Uto								1								
O	DAGS/Automotive Management	Hugh Sonoda			30		x	x										
O	DAGS/CSD	Zayna Sakuma								6								
O	DAGS/Land Survey	Sheri-Ann Longoria							6			1						
O	DAGS/Stadium	Isabelle Nishimoto		5				x	5									
O	DAGS/SFCA	Susan Naanos							4								1	
O	DAGS/SPO	Traci Toguchi							4								2	
O	DOA/ASO/Fiscal Office	Kimberli Hayashi										3					7	
O	AG/ASO/Fiscal	Kapiolani Teves										2				1		
O	AG/CED/Notary	Deborah Gonzales		50														
O	B&F/Administrative & Research Office	Shirley Chan										3					3	
O	B&F/Employees' Retirement System	Lori Enos			2			x										
O	DBEDT/ASO/Fiscal Office	Linda Tanna							2									
O	DCCA/BREG	Pam Heya	10								4							
O	DCCA/PUC	Aletta Chau			10		x	x					1			1	1	
O	DOD/Office of Veteran Services	Kim Magday			10		x	x										
O	HSPLS/LSS	Jan Townsend									25						50	
O	DHHL/Fiscal Office	Christie Lum								10			2		1			
O	DOH/CAMHD	Janet Ledoux				4		x					1				6	
O	DOH/DOCD	Ecstasy Richard							4		4						2	
O	DOH/EMD/EHSD	Sheryl Kajiyama	1			20		x									6	
O	DOH/FHSD	Iris Okumura			1												2	
O	DOH/FHSD/WIC	Duane Bicoy Jr				2												
O	DHS/FMO/Accounting	Phyllis Uyehara			10													
O	DHS/BPMP	Fran Yanagisawa									1		1					
O	DHS/BESSD/SB/SSO	Juvy Abad			30								3			3	4	
O	DHS/SSD/CWS	Dara Kauaihilo								1								
O	DHS/SSD/CWSB/OCWSS1/OSSU2	Christie Muyano									3							
O	DHS/SSD/CWSB/OCWSU2	Florance Oliver									11							
O	DHS/SSD/CWSB/OCWSS2	Darlene Corn														1		
O	DHS/SSD/CWSB/OCWSS2/WOCWSU2	Amelia Miyataki								3								
O	DHS/SSD/CWSB/OCWSS3/IU 3	Verna Zuniga-Okazaki								1								
O	DHS/SSD/EOCWS 3	Grace Oba											1			1	1	
O	DHS/SSD/CWSB/OCWSS4/EOCWSU1	Flo Wong								4			1			1	3	
O	DHS/SSD/APCSB/OAPCSS	Susan Perkins															1	

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

O	DHS/DVR/DDB	Wendy Javillo								4							2
O	DHS/OYS/HYCF	Heather Hicks								50							12
O	DHS/MQD/PPDO	Renee Konen										1		1	1		2
H	DHS/BESSD/NIB/WHS	Jill Low			6												
M	DHS/SSD/MAPCSS	Michelle Vida															1
MO	DHS/BESSD/NIB/Molokai	Bridget Mowat										1		1			
K	DHS/SSD/CWSB/KCWSS	Kathryn Brier										1					
K	DHS/DVR/DDB	Rowena Fukushima															1
K	DHS/BESSD/NIB/Kauai/Admin	Karen Muraoka			6						3					1	3
O	JUD/Staff Attorney's Office	Karen Kimm														1	
O	JUD/ Office of the Public Guardian	Karen Kimm								2							
O	JUD/ITCD	Merlita Lagura									4						
O	JUD/Human Resources	Nadine Rauschenburg										6					
O	JUD/FC/CC1	Diane Isobe									15						
O	JUD/1DC/DC Ju	Laurie Ann Kepa									10						
O	JUD/1DC/Legal Documents 2	Colette Alanis			400						6						
O	DLIR/WDD-Adm	Myrna Suzuki										2					2
O	DLIR/UI-Adm	Cindy Yoshida										1					
O	DLIR/HIOSH	Deidre Yamasaki			12			x	x								
O	DLIR/ASO-State	Francis Kagawa			50							3	1				3
M	DLNR/DBOR/Maalaea SBH	Christina Magaoay							5		5		2		2	2	4
K	DLNR/DBOR/Niumalu Rd	Florence Rasay									2						
O	DLNR/DOCARE/Admin	Norine Oyasato									10					1	3
H	DLNR/DOCARE/Hawaii Br	Norine Oyasato									10						
M	DLNR/DOCARE/Maui Br	Norine Oyasato									6						
O	DLNR/DOFAW/Admin	Michelle Del Rosario								5							
H	DLNR/DOFAW/Hawaii Br	Raquell Shigematsu									10						10
O	DLNR/HP	Cicely Lorenzo-Ganir			40												
O	DLNR/HP	Alexis Caramonte							2								
O	DLNR/Land	Kim Keliioomaluu															2
O	DLNR/SP/Admin	Adaline Cummings									2						
O	DLNR/SP/Oahu District	Candice Komoda									2						
H	DLNR/SP/Hawaii District	Charlene Pascual									2						
K	DLNR/SP/Kauai District	Lynnette Lagazo									2						
O	DLNR/DAR	Mari-Ali Belton								4							
O	PSD/Admin/PER	Myrna Yamane									2		6				2
O	PSD/Admin/FIS	Emily Matsumoto									2						
O	PSD/Health Care	Tracey Labanon-Gomes									28					1	
O	PSD/CVCC	Joy Takatsuka										1				1	
O	PSD/CPS/Substance Abuse	Gina Kaneaupio									12		1				1
O	PSD/CPS/Education	Valerie Nakamura								10							1
O	PSD/CPS/Library	Terrilynn Reyes									12		1				1
O	PSD/OCCC	Nyrie Salcedo									4						
O	PSD/HCF	Theo Leatumauga									160	5	2				10
O	PSD/WCCC	Tracy Iwamoto-Dias									40						
O	PSD/WCF	Walter Zaharevitz									20		3				
O	PSD/OISC	Merlene Wong									3						
O	PSD/SD/Admin	Nalani Myer									10		5				10
O	PSD/TSD	Blanche Isaki											2				
H	PSD/HCCC	Tessie Brown			3	10			x		100	50					10

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

GROUP B - SAF C-03 Requisition and PO Form

Island	AGENCY / DIVISION / PROGRAM	Contact Name	Bid Item No.	PART I: Snap-Out, Single Sets				PART II: Continuous				est. imprint /pre-# rqmts	
				Part:				Part:				imprint	pre-#
				C-03 4 part	C-03 5 part	C-03 6 part	C-03 7 part	C-03 4 part	C-03 5 part	C-03 6 part	C-03 7 part		
				-	-	-	-	-	-	-	-	-	-
O	DAGS/Audit	Carmen Cabrerros			1								x
O	DAGS/Campaign	Ellen Kojima			1							x	x
O	DAGS/Elections	Sheri-Ann Longoria			20								x
O	DAGS/PWD	Debbie Lopez									2000	x	
O	DAGS/Stadium	Isabelle Nishimoto						1000					
O	DAGS/SFCA	Susan Naanos								2000			
O	DAGS/Survey	Lynn Kau			2							x	x
K	DAGS/KDO	Karene Kawamoto								2000			
O	DBEDT/ASO/Fiscal	Linda Tanna			5							x	x
O	DBEDT/HTDC	Gail Yamasaki			4							x	x
O	DBEDT/OP	Iris Mishima			5							x	
O	DCCA/BAC	Pam Heya			6								
O	DCCA/BREG	Pam Heya							1000				
O	DOD/State Fiscal Office	Teresa Lee					3						
O	DOD/Office of Veteran Services	Kim Magday					2						
O	DOD/Hawaii Youth Challenge Academy	Dennis Agbisit					6						
H	DOD/Hawaii Youth Challenge Academy	Stacy Calicdan					4						
O	DOD/State Civil Defense	Evelyn Kobayashi									1000	x	
O	DHHL/Fiscal Office	Christe Lum								1000			
O	DHS/AQCRO/QC	Sherry Nishimura			2								
O	DHS/AAO	Mona Asato			5								
O	DHS/SSD/Adm	Suzy Mahelona			3								
O	DHS/SSD/CWSB/OCWSS2/WOCWS2	Amelia Miyataki			2								
O	DHS/SSD/APCSB/FGP	Rhoda Banasihan			10								
O	DHS/SSD/CWSB/OCWSS2/WOCWS2	Darlene Corn			2								
O	DHS/SSD/CWSB/OCWSS3/IU 1	Verna Zuniga-Okazaki			1								
O	DHS/SSD/EOCWS 3	Grace Oba					6						
O	DHS/SSD/CWSB/OCWSS4/EOCWSU 1	Flo Wong				10							
H	DHS/SSD/CWSB/WHS	Mona Graves			10								
H	DHS/SSD/APCSB/FGP	Sandra Hamano			2								
K	DHS/SSD/APCSB/FGP	Kimberly Chow							2000				
K	DHS/SSD/CWSB/KCWSS	Kathryn Brier				10	10						
M	DLNR/DBOR/Maalaea SBH	Cristina Magaoay					5					x	
K	DLNR/DBOR/Niumalu Rd	Florence Rasay					2						
O	DLNR/HP	Alexis Caramonte					3						
O	DLNR/LAND	Kim Keliihoomalu					2					x	x
M	DLNR/LAND	Kim Keliihoomalu					1					x	x
O	DLNR/OCCL	Sharleen Kuba					1						
O	PSD/CVCC	Joy Takatsuka								3000			

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
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O	PSD/OISC	Merlene Wong							1000		
H	PSD/KCF	Nyla Silva							2000		
M	PSD/MISC	Marie Duarte							1000		
O	LEG/Senate	Debbie Aki		12							x x
O	DOT/Airports/VIP	Claudine Kusano				2					x x
O	DOT/Harbors/Oahu District Business Services	Violette Ibarra						1000			
GROUP B - Total by Island											
		Oahu		12	69	12	23	1000	1000	7000	4000
		Hawaii		0	12	0	4	0	0	0	2000
		Maui		0	0	0	6	0	0	0	1000
		Kauai		0	0	10	12	0	2000	2000	0
GROUP B - TOTAL ALL ISLANDS				12	81	22	45	1000	3000	9000	7000
				sets							

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

The above represents the departments minimum requirements for Snap-out (multiple part) Standard Forms for agencies/divisions/programs on the island(s) specified above.

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

GROUP C - Non-Printed Carbonless Paper

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

CONSOLIDATED REQUIREMENTS - Various State Forms + Non-Printed Carbonless Paper
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O	PSD/WCF	Walter Zaharavitz		1	
O	PSD/CI	Janice Arakaki		2	
O	PSD/HCF	Theo Leatumauga		2	
H	PSD/HCCC	Tessie Brown		1	
H	PSD/KCF	Nyla Silva		1	
K	PSD/KCCC	Darlene Agustin		1	
O	DOTAX/ASO	Leslie Inouye		50	
O	DOT/Airports/Fiscal Office	Kay Hikichi		1	
O	DOT/Administration/BUS	Kevin Nako			1
GROUP C - Total by Island:					
		Oahu	216	15	
		Hawaii	2	0	
		Maui	2	0	
		Kauai	1	0	
GROUP C - TOTAL ALL ISLANDS			221	15	reams

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

O	DAGS/Accounting-Pre-Audit	Sheila Walters/Shawn Tanji
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O	DAGS/Accounting-Pre-Audit	Sheila Walters/Shawn Tanji
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O	DAGS/CSD	Zayna Sakuma	ph: 831-6729 zayna.sakuma@hawaii.gov
M	DAGS/Central Services	Sharlene Hashimoto	ph: 873-3504 sharlene.a.hashimoto@hawaii.gov

O	DOA/ASO/Fiscal	Kimberli Hayashi	ph: 973-9487 fax: 973-9515 kimberli.x.hayashi@hawaii.gov
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