

DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR
MARA SMITH
ASSISTANT ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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November 2, 2016

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

FROM: For Sarah Allen, Administrator *Mara Smith*

SUBJECT: **Change No. 2**
SPO Price List Contract No. 16-17
COARSE PAPER PRODUCTS – OAHU
IFB-16-010-O
Expires: November 30, 2017

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

1. The contract is extended to November 30, 2017.
2. The contractor information for Veritiv Operating Company is updated. A note about placing orders has been added and Dustin Alford's fax number has changed.

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 email careyann.r.sasaki@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 16-17
Aligned with SPO PL Contract No. 15-06
Change No. 2
Effective: 11/04/2016

COARSE PAPER PRODUCTS - OAHU

(IFB-16-010-O)

April 28, 2016 to November 30, 2017

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

Executive Departments/Agencies	Senate
Department of Education (DOE) (Excludes Charter Schools)	Judiciary
Hawaii Health Systems Corporation (HHSC)	City and County of Honolulu (C&C Honolulu)
Office of Hawaiian Affairs (OHA)	Honolulu City Council
University of Hawaii (UH)	Honolulu Board of Water Supply
House of Representatives (House)	Honolulu Authority for Rapid Transportation (HART)

The participating jurisdictions are not required, but may purchase from this price 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
HHSC	Joe Evanoff	733-4168	733-4460	jevanoff@hhsc.org
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
UH	Matthew Chow (Primary) Karlee Hisashima	956-2765 956-8687	956-2096 956-2093	chowmatt@hawaii.edu karlee@hawaii.edu
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov

Jurisdiction	Name	Phone	FAX	E-mail
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
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	bfs purchasing@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

USE OF THIS 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 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 list Contractor(s).

CONTRACTORS. The following Contractors are authorized to provide Coarse Paper Products for Oahu under SPO PL Contract No. 16-17.

Ventures Associates, Inc.
Veritiv Operating Company

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 List Contract No. 16-17. *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 department/agencies, excluding the DOE, HHSC, OHA, and UH, 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 PL Contract No. 16-17 will be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 16-17 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. Payments may also be made via pCard.

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.

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. Agencies are advised to add the tax amount to their purchase order total.

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 or Subcontractors are not obligated to accept any order received after the contract expiration date, however, Contractors or Subcontractors shall fill timely orders for which delivery may extend beyond the expiration date. Agencies shall not issue purchase orders specifying delivery after the price list contract expiration date.

DELIVERY of orders totaling \$100 or more (excluding the GET) shall be made within seven (7) business days after receipt of the order or made available at will-call within three (3) business days. Orders totaling less than \$100 (excluding the GET) shall be available for pickup on a will call basis within three (3) business days; or at the option of the Contractor or Subcontractor, delivery may be made according to their delivery schedule. The Contractor or Subcontractor shall contact the appropriate agency to coordinate delivery arrangements.

CONTRACTOR INFORMATION



Ventures Associates, Inc.

Phone, Mail, Fax, or E-mail Purchase Orders to:

Ventures Associates, Inc.
3097 Oihana Street
Lihue, HI 96766
Phone: (808) 246-4886
Fax: (808) 246-4895
Email: joy@ventureskauai.com

*Oahu Warehouse Address:

Triple F Holdings, LLC
98-735 Kuahao Place
Pearl City, HI 96782

Contact Person for Billing:

Joy Nakashima
Email: joy@ventureskauai.com
Phone: (808) 246-4886
Fax: (808) 246-4895

Contact Person for Contract Questions:

Ross Nakashima
Email: ross@ventureskauai.com
Phone: (808) 246-4886
Fax: (808) 246-4895

Remittance Address:

P.O. Box 1746
Lihue, HI 96766

***Note: For SPO PL Contract No. 16-17, Triple F Holdings, LLC is a subcontractor, providing the warehouse and delivery services on the island of Oahu for Ventures Associates, Inc. Purchase orders are to be made out to Ventures Associates, Inc., not Triple F Holdings, LLC.**

CONTRACTOR INFORMATION

Veritiv Operating Company



Fax Purchase Orders to:

Veritiv Operating Company
Hawaii Customer Service
Fax: (855) 217-1002

Business Address:

Veritiv Operating Company
1000 Abernathy Rd. NE, Bldg. 400 Suite 1700
Atlanta, GA 30328

Warehouse Address:

2250 Alahao Place
Honolulu, HI 96819

Contact Person(s):

Hawaii Customer Service
Phone: (855) 890-4113
Email: hawaii@veritivcorp.com
Fax: (855) 217-1002

Dustin Alford
Phone: (808) 223-9580
Email: dustin.alford@veritivcorp.com
Fax: (855) 217-1002

Remittance Address:

P.O. Box 31001-1382
Pasadena, CA 91110-1382

***Note: When placing your order, please contact Hawaii Customer Service via email, phone or fax.**

SPO PL CONTRACT NO. 16-17 COARSE PAPER PRODUCTS - OAHU

Item No.	Item Description	Ventures Associates, Inc.			Veritiv Operating Company		
		Brand Name/Product Number/ Package Details	Recycled Content (PCRM/RM)	Case Price	Brand Name/Product Number/ Package Details	Recycled Content (PCRM/RM)	Case Price
GROUP A - TOILET TISSUE							
1	ROLL, 2-ply, fully bleached, ~4.0"x4.0" shts	GUANGZHOU WENDING PAPER CO. 40S4235/ 605 shts/roll, 80 rolls/case	100/100	\$ 38.98	KIMBERLY CLARK SCOTT 4460/ 550 shts/roll, 80 rolls/case	40/100	\$ 37.33
2	ROLL, 1-ply, fully bleached, ~4.0"x4.0" shts	GUANGZHOU WENDING PAPER CO. 40S4139/ 1000 shts/roll, 96 rolls/case	50/50	\$ 45.00	KIMBERLY CLARK SCOTT 5102/ 1210 shts/roll, 80 rolls/case	40/100	\$ 53.70
3	JR. JUMBO ROLL, 2-ply, fully bleached	GUANGZHOU WENDING PAPER CO. 40S3811/ ~3.55"x1000', 12 rolls/case	100/100	\$ 23.80	KIMBERLY CLARK SCOTT 7805/ ~3.55" x1000', 12 rolls/case	40/100	\$ 28.20
4	JR. JUMBO ROLL, 1-ply, fully bleached	GUANGZHOU WENDING PAPER CO. 40S2000/ ~3.5"x1800', 12 rolls/case	100/100	\$ 22.85	KIMBERLY CLARK SCOTT 7223/ ~3.5"x2000', 12 rolls/case	40/100	\$ 34.91
5	SR. JUMBO ROLL, 1-ply, fully bleached	GUANGZHOU WENDING PAPER CO. 40S4000/ ~3.5"x3400', 6 rolls/case	100/100	\$ 21.60	KIMBERLY CLARK SCOTT 7202/ ~3.5x4000', 6 rolls/case	40/100	\$ 35.58
GROUP B - PAPER TOWELS							
6	ROLL, 2-ply, fully bleached, individually wrapped, ~9"x11" shts	KIMBERLY CLARK 41482/ 128 shts/roll, 20 rolls/case	40/80	\$ 32.10	KIMBERLY CLARK SCOTT 41482/ 128 shts/roll, 20 rolls/case	40/80	\$ 26.43
7	MULTI-FOLD, 1-ply, unbleached Kraft, ~9.25"x9.5" shts	GUANGZHOU WENDING PAPER CO. 40S0925/ 250 shts/pk, 16 pks/case	100/100	\$ 15.40	KIMBERLY CLARK SCOTT 1801/ 250 shts/pk, 16 pks/case	79/100	\$ 16.79
8	MULTI-FOLD, 1-ply, fully bleached, ~9.25"x9.5" shts	GUANGZHOU WENDING PAPER CO. 40S9295/ 250 shts/pk, 16 pks/case	50/50	\$ 18.10	KIMBERLY CLARK SCOTT 1807/ 250 shts/pk, 16 pks/case	70/100	\$ 17.46
9	SINGLE-FOLD, 1-ply, fully bleached, ~9.5"x10.25" shts	KIMBERLY CLARK 01700/ 250 shts/pk, 16 pks/case	40/60	\$ 32.47	GEORGIA PACIFIC ENVISION 20904/ 250 shts/pk, 16 pks/case	40/95	\$ 24.47
10	HARD ROLL TYPE, fully bleached, ~8" x 1000' roll	GUANGZHOU WENDING PAPER CO. 40S8815/ 6 rolls/case	50/50	\$ 30.83	KIMBERLY CLARK SCOTT 1000/ 12 rolls/case	40/60	\$ 71.89
GROUP C - TOILET SEAT COVERS							
11	Half-fold, surface mount, white	CONTINENTAL WESTERN 520101/ 250/pk, 20 pks/case	100/100	\$ 26.00	CONTINENTAL WESTERN 520100/ 250/pk, 20 pks/case	100/100	\$ 29.48