

DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR
MARA SMITH
ASSISTANT ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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August 17, 2017

TO: Executive Departments/Agencies
Hawaii Health Systems Corporation
Judiciary

FROM: For Sarah Allen, Administrator *Mara Smith*

SUBJECT: **Change No. 1**
SPO Price List Contract No. 16-02
CRYSTALLITE WINDOW ENVELOPES – STATEWIDE
IFB-16-002-SW
Order Deadline Date: October 16, 2017

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

1. The contract is extended for calendar year 2018.
2. The Compliance section on page 3 is replaced with:

COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor named in the SPO Price List Contract No. 16-02. *No further compliance verification is required prior to issuing a contract, purchase order or pCard payment when utilizing this contract.*

3. The prices for Crystallite Window Envelopes are increased by approximately 3%.
4. The Unit Prices section under Ordering Instructions is replaced with:

UNIT PRICES include delivery to destination and all other costs including 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. No additional tax amount will be added to price.

The current price list contract incorporating Change No. 1 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.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 16-02
Includes Change No. 1
Effective: 08/21/2017

CRYSTALLITE WINDOW ENVELOPES - STATEWIDE

(IFB-16-002-SW)

Requirements for Calendar Year 2018

ORDER DEADLINE DATE: OCTOBER 16, 2017

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)
Judiciary

USE OF THE PRICE LIST CONTRACT. Per Requirements Circular No. C15-02 dated April 29, 2015 and Requirements Circular No. C15-04 dated May 27, 2015, the jurisdiction quantity requirements were submitted in response to these circulars and are firm commitments to purchase crystallite window envelopes. Agencies shall place orders directly with the Contractor for their quantities submitted. In the event an agency listed on the attached Agency Requirements fails to submit its order by October 16, 2017 for calendar year 2018, the Contractor has the option to automatically process the order at the contracted price 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 and the orders shall be placed with the Contractor by October 16, 2017 for calendar year 2018. Agencies from the above stated participating jurisdictions that are 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.

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 Contractor.

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
HHSC	Joe Evanoff	733-4168	733-4460	jevanoff@hhsc.org
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.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).

CONTRACTOR. The following Contractor is authorized to provide Crystallite Window Envelopes to the State of Hawaii.

Cenveo Corporation

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

Contact Person:
Diane Saki
Phone: (808) 682-3055 x3
Fax: (808) 682-3855
Email: diane.saki@cenveo.com

Remittance Address:
P.O. Box 31001-1187
Pasadena, CA 91110-1187

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 named in the SPO Price List Contract No. 16-02. *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. 16-02 will be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 16-02 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 including 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. No additional tax amount will be added to price.

ORDERING on a timely basis is the responsibility of each agency. All orders shall be placed with the Contractor by October 16, 2017 for calendar year 2018. The Contractor is not obligated to accept any order received after the deadline dates. The Contractor shall honor all orders received by the deadline dates and deliver within the required delivery times.

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

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.

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.

<u>Item No.</u>	<u>Description- All envelopes are standard #10, 4-1/8" x 9-1/2"</u>	<u>Price per Thousand (M)</u>
A	Security lined, White Wove, Single Window size: 1-1/8" x 4-1/2", positioned 1/2" from the bottom, 7/8" from the left edge	\$ 30.12 /M
B	Tan Kraft, Single Window size: 1-1/8" x 4-5/8", positioned 1-1/8" from the bottom, 2-1/8" from the left edge	\$ 31.67 /M
C	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	\$ 30.12 /M
D	Tan Kraft, Single Window size: 1/4" x 2-1/4", positioned 3-1/8" from the bottom and 2-3/4" from the left edge	\$ 31.67 /M
E	Security lined, White Wove, Single Window size: 1-1/8" x 4-5/8", positioned 1" from the bottom and 1" from the left edge	\$ 30.12 /M
F	Tan Kraft, Double Window, bottom flap opening, Return address window size: 2-1/2" x 1", positioned 2-1/2" from the bottom and 3/4" from the left edge Addressee window size: 3-1/2" x 1", positioned 3/4" from the bottom and 2" from the left edge	\$ 33.37 /M
G	Security lined, White Wove, Double Window, Return address window size: 4" x 1", positioned 2-5/8" from the bottom and 1/2" from the left edge Addressee window size: 4-1/2" x 1-1/8", positioned 7/8" from the bottom and 1-3/4" from the left edge	\$ 30.27 /M
H	Security lined, White Wove, Single Window size: 1-1/8" x 4-1/2", positioned 3/4" from the bottom and 3/4" from the left edge	\$ 30.12 /M

Calendar Year 2018

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: Shawn Tanji	1151 Punchbowl St., Room 324 Honolulu, HI 96813	2/15/2018	x		110,000							
			6/15/2018	x		100,000							
			9/17/2018	x		100,000							
DAGS	Elections Attn: Sheri-Ann Longoria	802 Lehua Ave., Pearl City, HI 96782	7/1/2018	x		5,000							
B&F	Hawaii Employer-Union Health Benefits Trust Fund (EUTF) Attn: Debbie Pfeffer	201 Merchant St., Suite 1520 Honolulu, HI 96813	1/2/2018	x	19,000								
			4/1/2018	x	19,000								
			7/1/2018	x	19,000								
			10/1/2018	x	16,000								
B&F	Hawaii Employer-Union Health Benefits Trust Fund (EUTF) Attn: Debbie Pfeffer	201 Merchant St., Suite 1520 Honolulu, HI 96813	1/2/2018	x			2,500						
			4/1/2018	x			2,500						
			7/1/2018	x			2,500						
			10/1/2018	x			2,500						
DCCA	Business Registration Attn: Pamela Heya	335 Merchant St., Room 203 Honolulu, HI 96813	1/2/2018	x	15,000								
			4/1/2018	x	15,000								
			7/1/2018	x	15,000								
			10/1/2018	x	15,000								
DOH	Administrative Services Office Attn: Debbie Smith	1251 Punchbowl St., Room 307 Honolulu, HI 96813	1/2/2018	x		500							
DOH	Adult Mental Health Division Attn: Nelson Ching	1250 Punchbowl St., Room 256 Honolulu, HI 96813	10/1/2018	x		2,000							
DOH	Alcohol & Drug Abuse Division Attn: Esteban Villarino	601 Kamokila Blvd., Room 360 Kapolei, HI 96707	1/12/2018	x	1,000								
DOH	Environmental Management Division Wastewater Branch Attn: Robin Shiroma	919 Ala Moana Blvd., Room 309 Honolulu, HI 96814	1/2/2018	x	1,000								
DOH	Emergency Medical Services & IP System Branch Attn: Andrea Chow	3650 Maunalei Ave., Honolulu, HI 96816	1/2/2018	x		2,500							
			5/1/2018	x		2,500							
			8/1/2018	x		2,500							

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					A	B	C	D	E	F	G	H
DHS	FMO/Money Payment Attn: Maureen Hanakahi	Cardinal Presort Services Ltd. 197 Sand Island Rd., Unit A, Honolulu, HI 96819 ph: 841-7253	1/5/2018							30,000		
			7/5/2018						25,000			
DHS	FMO/Money Payment Attn: Maureen Hanakahi	Cardinal Presort Services Ltd. 197 Sand Island Rd., Unit A, Honolulu, HI 96819 ph: 841-7253	1/5/2018									200,000
			2/8/2018								150,000	
			3/7/2018								150,000	
			4/5/2018								200,000	
			5/10/2018								150,000	
			6/7/2018								150,000	
			7/5/2018								200,000	
			8/9/2018								150,000	
			9/6/2018								150,000	
			10/4/2018								200,000	
11/8/2018								150,000				
12/6/2018								150,000				
DLIR	Unemployment Insurance Attn: Cheryl Hirata	830 Punchbowl St., Room 105 Honolulu, HI 96813	1/12/2018	x								0
DLIR	Unemployment Insurance Honolulu Claims Office Attn: Cheryl Hirata	830 Punchbowl St., Room 325 Honolulu, HI 96813	1/12/2018	x	0							
DLIR	Unemployment Insurance Employer Services Section Attn: Cheryl Hirata	830 Punchbowl St., Room 325 Honolulu, HI 96813	1/12/2018	x	0							
DLIR	Unemployment Insurance Benefit Processing and Control Section Attn: Cheryl Hirata	830 Punchbowl St., Room 325 Honolulu, HI 96813	1/12/2018	x	0							
DLIR	Unemployment Insurance Quarterly Wage Sub-Unit Attn: Cheryl Hirata	830 Punchbowl St., Room 325 Honolulu, HI 96813		x	0							
DLIR	Administrative Services Office/State Attn: Francis Kagawa	830 Punchbowl St., Room 309 Honolulu, HI 96813	1/2/2018	x		1,500						
DLIR	Administrative Services Office/Federal Attn: Norman Ahu	830 Punchbowl St., Room 309 Honolulu, HI 96813		x		0						
DLNR	Administrative Services Office	1151 Punchbowl St., Room 110 Honolulu, HI 96813	1/2/2018	x		5,000						

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					A	B	C	D	E	F	G	H	
DLNR	Boating & Ocean Recreation Attn: Faith Ching	4 Sand Island Access Rd., Honolulu, HI 96819	1/2/2018	x	26,000								
DLNR	Boating & Ocean Recreation Attn: Faith Ching	4 Sand Island Access Rd., Honolulu, HI 96819	1/2/2018	x		2,000							
PSD	Fiscal Office Attn: Emily Matsumoto	919 Ala Moana Blvd. Room 402 Honolulu, HI 96814	2/1/2018	x		500							
PSD	Training & Staff Development Attn: Blanche Isaki	801 Dillingham Blvd., 2nd Floor Honolulu, HI 96817	1/2/2018	x	500								
PSD	Training & Staff Development Attn: Blanche Isaki	801 Dillingham Blvd., 2nd Floor Honolulu, HI 96817	1/2/2018	x		1,000							
DoTAX	Administrative Services Office Attn: Leslie Inouye	830 Punchbowl St., Room 217 Honolulu, HI 96813	1/12/2018	x		500							
DOT	Airports Attn: Kay Hikichi	Honolulu International Airport 400 Rodgers Blvd., Suite 700 Honolulu, HI 96819	1/2/2018	x		500							
DOT	Airports - VIP Attn: Claudine Kusano	300 Rodgers Blvd., Unit 4 Honolulu, HI 96819	1/6/2018	x	500								
DOT	Administration Attn: Kevin Nako	869 Punchbowl St., Room 402 Honolulu, HI 96813	1/12/2018	x		500							
JUD	ACSB, Adult/Juvenile Community Service & Restitution Unit Attn: Cynthia Matsunaga	1111 Alakea St., 3rd Floor Honolulu, HI 96813		x	0								
JUD	Court Services Judicial Services Branch/Section 1 Attn: Laurie Ann Kepa/Lorelei Kim	1111 Alakea St., 3rd Floor Honolulu, HI 96813	1/2/2018	x	2,000								
JUD	Court Services Judicial Services Branch/Section 2 Attn: Laurie Ann Kepa/Lorelei Kim	1111 Alakea St., 3rd Floor Honolulu, HI 96813	1/2/2018	x	50,000								
JUD	District Court of the First Circuit Fiscal Accounting Attn: Shandell Awai	1111 Alakea St., 4th Floor Honolulu, HI 96813		x					6,000				
JUD	District Court of the First Circuit Fiscal Purchasing Attn: Candy Lii	1111 Alakea St., 9th Floor Honolulu, HI 96813		x	500								

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					A	B	C	D	E	F	G	H	
JUD	District Court of the First Circuit Fiscal Purchasing Attn: Candy Lii	1111 Alakea St., 9th Floor Honolulu, HI 96813						10,000					
JUD	Information Technology & Communications Division Attn: Merlita Lagura/Guillermo Tuquero	1111 Alakea St., 9th Floor Honolulu, HI 96813		x	0								
JUD	District Court of the First Circuit Traffic Violations Bureau Attn: Korin Okada/Fay Wakida	1111 Alakea St., 2nd Floor Honolulu, HI 96813	1/2/2018 3/1/2018 5/1/2018	x	37,500 37,500 37,500								
JUD	Ewa District Court Attn: Ramona Suan	870 Fourth St., Pearl City, HI 96782		x	0								
JUD	Waianae District Court Attn: Joellen Florence	4675 Kapolei Pkwy., Kapolei, HI 96707		x	0								
JUD	Family Court of the First Court Attn: Diane Isobe	4675 Kapolei Pkwy., Kapolei, HI 96707	1/2/2018	x		1,500							
JUD	First Circuit Court Fiscal Office Attn: Sandy Togawa	777 Punchbowl St., 1st Floor Honolulu, HI 96813	1/2/2018	x		1,500							
JUD	Fifth Circuit Court, Adult Client Probation Services Attn: Jacqueline Raquel	3970 Kaana St., Suite 304 Lihue, HI 96766	1/12/2018	x	2,500								
JUD	Fifth Judicial Circuit, Traffic Attn: Wanda Shimizu	3970 Kaana St., Suite 206 Lihue, HI 96766	1/2/2018	x	25,000								
JUD	Fifth Judicial Circuit Court Support Services Attn: Stephanie Noda	3970 Kaana St., Suite 205 Lihue, HI 96766	1/2/2018	x	30,000								
JUD	Fifth Judicial Circuit Fiscal Division Attn: Shirley Yoshida	3970 Kaana St., Suite 205 Lihue, HI 96766	1/2/2018	x	5,000								
JUD	Fifth Judicial Circuit Fiscal Division Attn: Shirley Yoshida	3970 Kaana St., Suite 205 Lihue, HI 96766	1/2/2018	x				7,500					
	TOTALS BY ITEM NO.				389,500	339,500	10,000	10,000	13,500	55,000	2,000,000	0	
* Delivery Address may differ from Billing Address													