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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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October 11, 2017

TO: Executive Departments/Agencies
Hawaii Health Systems Corporation
Office of Hawaiian Affairs
Senate
Judiciary

FROM: Sarah Allen, Administrator 

SUBJECT: **New Price List Contract**
SPO Price List Contract No. 18-01
**VARIOUS STATE FORMS AND NON-PRINTED CARBONLESS PAPER-
STATEWIDE**
IFB 18-001-SW
Order Deadline Date: October 27, 2017

This is a new Price List Contract for Various State Forms and Non-Printed Carbonless Paper-Statewide, SPO Price List Contract No. 18-01.

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

If you have any questions, please contact Lori Cervantes at (808) 587-3355 or lori.m.cervantes@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 18-01
Replaces SPO PL Contract No. 17-01
Effective: 10/10/2017

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

(IFB-18-001-SW)

Requirements for Calendar Year 2018

ORDER DEADLINE DATE: OCTOBER 27, 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 Systems Corporation
Office of Hawaiian Affairs
Senate
Judiciary

USE OF THE PRICE LIST CONTRACT. Per Requirements Circular No. C17-01 dated May 10, 2017, the jurisdiction quantity requirements were submitted in response to the circular and are firm commitments to purchase various state forms and non-printed carbonless paper. 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 27, 2017, 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 and the orders shall be placed with the Contractor by October 27, 2017. 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 in 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) is 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	Lori Cervantes	587-3355	586-0570	lori.m.cervantes@hawaii.gov
HHSC	Jeff Dansdill	657-3721		jedansdill@hhsc.org
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
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

CONTRACTOR. The following Contractor is authorized to provide Various State Forms and Non-Printed Carbonless Paper to the State of Hawaii.

Standard Register, Inc.

Business Address:

91-489 Komohana Street, Suite C
Kapolei, HI 96707

Contact Person:

Samantha Condry
Phone: (808) 535-5568
Mobile: (808) 748-1330
Email: samantha.condry@taylorcommunications.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 named in the SPO Price List Contract No. 18-01. *No further compliance verification is required prior to issuing a contract, purchase order of paid 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. 18-01 will be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 18-01 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 the contract to make payment.

VENDOR AND PRODUCT EVALUATION. Form SPO-012, Evaluation: Vendor or Product, for the purpose of addressing concerns about 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 included in the unit price. 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 27, 2017. The 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 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. C18-01 dated May 10, 2017. 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 in 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 in 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 22, 2018. The exact delivery address shall be provided by the individual agency when placing an order. If the 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.

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	\$42.24 /pack	Standard Register Inc.
2a	SAF B-24	Official Receipt Book, 2-parts (50 sets/book)	\$7.21 /book	Standard Register Inc.
2b	SAF B-24	Official Receipt Book, 3-parts (50 sets/book)	\$7.65 /book	Standard Register Inc.
2c	SAF B-24	Official Receipt Book, 4-parts (50 sets/book)	\$8.92 /book	Standard Register Inc.
3	SAF C-04	Requisition and Purchase Order, Continuation, (2nd page), 7-part	\$86.99 /pack	Standard Register Inc.
4a	SAF D-55	Individual Time Sheet, 3-part	\$11.72 /pack	Standard Register Inc.
4b	SAF D-55	Individual Time Sheet, 4-part	\$15.26 /pack	Standard Register Inc.
5	SAF D-56	Organizational Time Sheet, 3-part	\$49.06 /pack	Standard Register Inc.
6	SAF D-60	Salary Assignment/Cancellation, 4-part	\$14.02 /pack	Standard Register Inc.
7	SAF D-62	Motor Vehicle Insurance Deduction Authorization, 4-part	\$14.02 /pack	Standard Register Inc.
8	SAF D-70	Notification for Payroll Adjustment, 4-part	\$66.44 /pack	Standard Register Inc.
9	G-2	Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation, 5-part	\$70.21 /pack	Standard Register Inc.
10	HRD-10	Notification of Temporary Assignment, 4-part	\$20.21 /pack	Standard Register Inc.
11	HRD-305	Certification Form, 4-part	\$14.02 /pack	Standard Register 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	\$21.07 /set	Standard Register, Inc.
13	SAF C-03	Requisition & PO, 5-part	\$24.87 /set	Standard Register, Inc.
14	SAF C-03	Requisition & PO, 6-part	\$29.78 /set	Standard Register, Inc.
15	SAF C-03	Requisition & PO, 7-part	\$34.66 /set	Standard Register, Inc.

Continuous Form, Carbonless

16	SAF C-03	Requisition & PO, 4-part	\$212.93 /M	Standard Register, Inc.
17	SAF C-03	Requisition & PO, 5-part	\$264.25 /M	Standard Register, Inc.
18	SAF C-03	Requisition & PO, 6-part	\$327.66 /M	Standard Register, Inc.
19	SAF C-03	Requisition & PO, 7-part	\$407.55 /M	Standard Register, Inc.

Imprinting and Pre-Numbering

IMPRINTING charge	Included
PRE-NUMBERING charge	Included

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	\$34.60 /ream	Standard Register, 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	\$34.60 /ream	Standard Register, 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

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

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 Carbons Paper

January 1, 2018 to December 31, 2018

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	B-24 imprint	B-24 pre-#	3	4a	4b	5	6	7	8	9	10	11
SAF Form No.	B-14	B-24	B-24	B-24			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	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O	AG/ASO/FISCAL	Kapiolani Teves		50							2					
O	DAGS/ASO	Audrey Uto							1		1		2			
O	DAGS/Archives	MJ Tadena Hart		10											1	
O	DAGS/Automotive Management	Hugh Sonoda			10											
O	DAGS/Campaign	Jessica Richey			10											
O	DAGS/Elections	Jaime Kataoka						7								
O	DAGS/ETS	Maria Sugai							10							
O	DAGS/Personnel	Jody Taira							1		3			1		
O	DAGS/Stadium	Isabelle Nishimoto		4							4					
O	DAGS/SFCA	Susan Naanos						10								5
H	DAGS/HDO	Elisa Nakamoto							10							
K	DAGS/KDO	Karene Kawamoto							2							2
O	DOA/ASO/FISCAL	Kimberli Havashi						3								
O	DCCA/ASO/FISCAL	Jodee Saiki									3					
O	DCCA/PUC/Fiscal	Aletta Chau			13						1					
O	DHHL/Fiscal Office	Christe Lum						12			2			1	3	
O	DOH/ASO/FISCAL	Iris Quinto			2						2					
O	DOH/CDPHND/PHNB	Bridget Kinoshita									1				6	
O	DOH/CDPHND/HD	Christine Oshita			7											
MC	DOH/CDPHND/HD-KALAUAPAPA	Shantell Pu								3					1	
O	DOH/CDPHND/TB	Trudy Murakami			2											
O	DOH/EHSD/IRHB	Shari Uchima				11										
O	DOH/EMD	Robin Racoma			10	11										2
O	DOH/EOA	Jen Ching		1												2
O	DOH/ERO	Sheryl Kaiivama									1					
O	DOH/FHSD/Admin	Cheryl Mitamura						2								3
O	DOH/FHSD/CSHNB	Deborah Yanagihara														1
O	DOH/FHSD/MCHP	Estrella Vega												1	4	
O	DOH/OHSV	Kananiquakea Kaina														6
O	DOH/PHP	Alice Tam												1	1	
O	DOH/State Laboratories	Cynthia Quidez									2					3
O	DOTAX/ASO	Leslie Inouye			50				55		3					
O	DOT/Administration/BUS	Kevin Nako									1			1	1	
O	DOT/Highways	Mark Villamor												2	2	
O	DHS/FMO/Accounting	Phyllis Uvehara			10											
O	DHS/FMO/Pre-Audit	Floise Uehara						2								
O	DHS/Personnel Office	Jan Au									6					
O	DHS/BESSD/AMS/SSO	Juvv Abad			50									3	1	
K	DHS/BESSD/SB/Kauai Section	Kaen Muraoka		4												2
M	DHS/BESSD/SB/MS/MPA	Grace Seiki									1			1	1	
M	DHS/BESSD/SB/MS/Maui Central Unit	Patricia Zook												1		
MC	DHS/BESSD/MS/Molokai	Krishna Puaa														1
O	DHS/SSD/Administration	Suzy Mahelona						4								

CONSOLIDATED REQUIREMENTS -Various State Forms + Non-Printed Carbon Paper
January 1, 2018 to December 31, 2018

	Molokai	0	0	0	0	0	0	0	3	0	0	0	0	2	0
GROUP A - TOTAL ALL ISLANDS		3	81	225	49	1	113	639	13	106	0	8	30	195	0
		pks	bks	bks	bks	pks	pks	pks	pks	pks	pks	pks	pks	pks	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 Carbons Paper
January 1, 2018 to December 31, 2018

GROUP B - SAF C-03 Requisition and PO Form

Is it	AGENCY / DIVISION / PROGRAM	Contact Name	Bid Item No.	12	13	14	15	16	17	18	19	est. imprint /pre-# rqmts	
				PART I: Snap-Out, Single Sets				PART II: Continuous				pre-#	imprint
				C-03	C-03	C-03	C-03	C-03	C-03	C-03	C-03		
				4 part	5 part	6 part	7 part	4 part	5 part	6 part	7 part		
				-	-	-	-	-	-	-	-	-	-
O	DAGS/Archives	MJ Tadena Hart			2							x	
O	DAGS/Campaign	Jessica Richev			3							x	x
O	DAGS/CSD	Zavna Sakuma								1000			x
O	DAGS/Elections	Jamie Kataoka			20							x	
H	DAGS/HDO	Elisa Nakamoto								1000			x
O	DHHL/Fiscal Office	Christe Lum								2000			
O	DHS/AQCRO/QC	Sherv Nishimura-Hoover			2							x	
O	DHS/SSD/CWSB/OCWSU1	Elizabeth Asueda			12							x	x
O	DHS/SSD/CWSB/OCWSS1	Debra Chong			2							x	
O	DHS/SSD/CWSB/OCWSS2	Darlene Corn			18							x	
O	DHS/SSD/CWSB/OCWSS1/OSSU1	Allyson Enos			2							x	x
O	DHS/SSD/CWSB/OSSU2	Christie Muvano			12							x	x
H	DHS/SSD/CWSB/FHCWSS	Shervl Medeiros			10							x	x
H	DHS/SSD/WHAPCS	Brendalynn Torado			2							x	x
O	DLNR/ASO	Jean Daquio					64						
O	DLNR/Land Division	Kim Kelihoomaluu					2						
M	DLNR/Land Division	Kim Kelihoomaluu					3						
H	DLNR/Land Division	Kim Kelihoomaluu					2						
O	DLNR/OCCL	Sharleen Kuba					1						
M	DLNR/KIRC	Carol-Marie K. Lee					10					x	x
O	DLNR/Personnel	Jia Yang					1						
O	DLNR/CWRM	Susan Danbara					2						
K	DLNR/DOCARE	Norine Ovasato					2						x
H	DLNR/DOCARE	Norine Ovasato					2						x
O	DLNR/DOCARE	Norine Ovasato					10						x
O	DLNR/Boating & Ocean Recreation	Jaimelvnn Cassidv					18						x
K	DLNR/Boating & Ocean Recreation	Florence Rasav					3						x
H	DLNR/Boating & Ocean Recreation	Sally Geiger					10						x
M	DLNR/Boating & Ocean Recreation	Kori Kaneshiro					11					x	x
O	IPSD/CVCC	Shanelle Yahata					1						
O	IPSD/TSD	Blanche Isaki									4000		
O	IPSD/OCCC	Nvrie Salcedo									2000		

CONSOLIDATED REQUIREMENTS -Various State Forms + Non-Printed Carbonless Paper

January 1, 2018 to December 31, 2018

O	PSD/OISC	Merlene Wong				1				1000		
O	PSD/HCF	Theodora Leatumauga								1000		
H	PSD/KCF	Nvia Silva								2000		
H	PSD/HCCC	Tessie Brown								1000		
H	PDF/HISC	Genesareth Lorenzo								1000		
GROUP B - Total by Island												
		Oahu	0	73	0	100	0	0	3000	8000		
		Hawaii	0	12	0	14	0	0	1000	4000		
		Maui	0	0	0	24	0	0	0	0		
		Kauai	0	0	0	5	0	0	0	0		
GROUP B - TOTAL ALL ISLANDS			0	85	0	143	0	0	4000	12000		
			sets	sets	sets	sets	sets	sets	sets	sets		

tinuous = min. order is 1000 sets

irt) Standard Forms for agencies/divisions/programs on the island(s) specified above.

CONSOLIDATED REQUIREMENTS -Various State Forms + Non-Printed Carbonless Paper
January 1, 2018 to December 31, 2018

GROUP C - Non-Printed Carbonless Paper

Bid Item No.	20	21
Description:	Canary color Carbonless paper (reams)	Goldenrod color Carbonless paper (reams)

Island	AGENCY / DIVISION / PROGRAM	Contact Name		-	-
O	AG/ASO/FISCAL	Kapiolani Teves		1	
O	AG/Medicaid Fraud Unit	Kapiolani Teves		2	
O	B&F/ Administrative & Research Office	Thomas Chang		31	
O	DAGS/ASO	Audrey Uto		1	2
O	DAGS/Accounting- UARB	Ladea Nash		2	
O	DAGS/Archives	MJ Tadena Hart		1	
O	DAGS/Automotive Management	Hugh Sonoda		2	
O	DAGS/E911	Brandon Sekiva		2	
O	DAGS/Stadium	Isabelle Nishimoto		1	
O	DAGS/SPO	Mei Phillips		10	
O	DOA/ASO/Fiscal	Kimberli Havashi		4	2
O	DCCA/ASO/FISCAL	Jodee Saiki		10	
O	DHHL/Fiscal Office	Christe Lum		16	2
O	DLNR/ASO-Revenue Section	Linda Wong		2	
O	DLNR/BOC	Debbie Cheong		10	
O	DOH/FHSD/WIC	Diane Minnis		1	
O	DOH/ASO/FISCAL	Iris Quinto		5	5
O	DHS/FMO/Accto	Phyllis Uvehara		20	
O	JUD/1DC/Fiscal Accounting	Shandell Awai		10	
O	JUD/1DC/DC/ Fiscal Purchasing	Candi Lii		1	
O	JUD/1DC/1C/Waianae Division	Joellen Florence		3	
O	JUD/DC/1C/Ewa Division	Joellen Florence		3	
H	JUD/3rd Judicial Circuit	Colin Young		10	
K	JUD/5th Judicial Circuit	Shirley Moriguchi		12	
O	DLNR/Boating & Ocean Recreation	Jaimelynn Cassidy		15	
O	DOTAX/ASO	Leslie Inoué		19	
O	DOT/ADMIN/BUS	Kevin Nako			1
O	DOT/Highways	Mark Villamor		4	
O	PSD/ADMIN/FISCAL	Marie Mivahira		8	6
O	PSD/HCI	Walter Zaharevitz		2	
H	PSD/HCCC	Tessie Brown		1	
GROUP C - Total by Island:					
		Oahu	186	18	
		Hawaii	11	0	
		Maui	0	0	
		Kauai	12	0	
GROUP C - TOTAL ALL ISLANDS			209	18	reams

bonless paper for agencies/divisions/programs on the island(s) specified above.