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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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January 12, 2018

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

FROM: For Sarah Allen, Administrator *MS*

SUBJECT: **Change No. 4**  
SPO Price and Vendor List Contract No. 17-02  
**OFFICE SUPPLIES AND PRINTER CARTRIDGES - STATEWIDE**  
RFP-17-006-SW  
**Expires: May 4, 2019**

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

1. The contractor information for Office Depot, Inc. has been updated. The remittance address has changed and payment is to Office Depot, Inc.
2. A note is added regarding Office Depot's Store Purchasing Card (SPC) which allows user agencies to receive contract prices at retail stores.
3. Office Depot (OD) stock keeping unit (SKU) #s have been added on the Price list to identify Group 2: Recycled Office Paper products provided by Office Depot, Inc.
4. The contact information for County of Hawaii, Hawaii County Council, and Maui County Council are updated.

The price and vendor list contract incorporating Change No. 4 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](mailto:careyann.r.sasaki@hawaii.gov).

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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Price and Vendor List Contract No. 17-02**  
Replaces SPO PL/VL Contract No. 11-07  
Change No. 4  
Effective: 01/12/2018

**OFFICE SUPPLIES AND PRINTER CARTRIDGES - STATEWIDE**  
(RFP-17-006-SW)  
**May 5, 2017 to May 4, 2019**

**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                              | City and County of Honolulu (C&C Honolulu)                         |
| Department of Education (DOE)<br>(Excludes Charter Schools) | Honolulu City Council<br>Honolulu Board of Water Supply            |
| Hawaii Health Systems Corporation (HHSC)                    | Honolulu Authority for Rapid Transportation (HART)                 |
| Office of Hawaiian Affairs (OHA)                            | County of Hawaii   |
| University of Hawaii (UH)                                   | Hawaii County Council  |
| House of Representatives (House)                            | County of Hawaii – Department of Water Supply                      |
| Senate  | County of Maui   |
| Judiciary   | Maui County Council<br>County of Maui – Department of Water Supply |
|   | County of Kauai  |
|   | Kauai County Council   |
|   | County of Kauai – Department of Water                              |

The participating jurisdictions are not required, but may purchase from this price and vendor 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 | <a href="mailto:careyann.r.sasaki@hawaii.gov">careyann.r.sasaki@hawaii.gov</a> |
| DOE<br>(Excludes Charter Schools) | Procurement Staff | 675-0130 | 675-0133 | <a href="mailto:DOEProcure@notes.k12.hi.us">DOEProcure@notes.k12.hi.us</a>     |
| HHSC                              | Jeff Dansdill     | 657-3721 |          | <a href="mailto:jedansdill@hhsc.org">jedansdill@hhsc.org</a>                   |

| Jurisdiction                                  | Name                                       | Phone                | FAX                  | E-mail   |
|---|--|----------------------|----------------------|--|
| OHA   | Phyllis Ono-Evangelista                    | 594-1833             | 594-1865             | <a href="mailto:phylliso@oha.org">phylliso@oha.org</a>   |
| UH  | Matthew Chow (Primary)<br>Karlee Hisashima | 956-2765<br>956-8687 | 956-2096<br>956-2093 | <a href="mailto:chowmatt@hawaii.edu">chowmatt@hawaii.edu</a><br><a href="mailto:karlee@hawaii.edu">karlee@hawaii.edu</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                                     | Tritia Cruz                                | 538-5805             | 538-5802             | <a href="mailto:tritia.l.cruz@courts.hawaii.gov">tritia.l.cruz@courts.hawaii.gov</a>   |
| C&C of Honolulu                               | Procurement Specialist                     | 768-5535             | 768-3299             | <a href="mailto:bfspurchasing@honolulu.gov">bfspurchasing@honolulu.gov</a>   |
| Honolulu City Council                         | Heather Murakami                           | 768-5084             | 768-1363             | <a href="mailto:hmurakami@honolulu.gov">hmurakami@honolulu.gov</a>   |
| Honolulu Board of Water Supply                | Vicki Kitajima                             | 748-5151             | 550-9193             | <a href="mailto:vkitajima@hbws.org">vkitajima@hbws.org</a>   |
| HART  | Nicole Chapman                             | 768-6135             | 768-5110             | <a href="mailto:nchapman@honolulu.gov">nchapman@honolulu.gov</a>   |
| County of Hawaii                              | Steve Wilhelm<br>Sebastian Callaway        | 961-8440             | 961-8248             | <a href="mailto:purchasing@hawaiicounty.gov">purchasing@hawaiicounty.gov</a>   |
| Hawaii County Council                         | Steve Wilhelm<br>Sebastian Callaway        | 961-8440             | 961-8248             | <a href="mailto:purchasing@hawaiicounty.gov">purchasing@hawaiicounty.gov</a>   |
| County of Hawaii – Department of Water Supply | Ka'iulani Matsumoto                        | 961-8050<br>ext. 224 | 961-8657             | <a href="mailto:kmatsumoto@hawaiidws.org">kmatsumoto@hawaiidws.org</a>   |
| County of Maui                                | Greg King                                  | 249-2403             | 249-0839             | <a href="mailto:greg.king@co.maui.hi.us">greg.king@co.maui.hi.us</a>   |
| Maui County Council                           | Greg Garneau                               | 270-7664             | 270-7686             | <a href="mailto:greg.garneau@mauicounty.us">greg.garneau@mauicounty.us</a>   |
| County of Maui – Department of Water Supply   | Kenneth L. Bissen<br>Holly Perdido         | 270-7684<br>270-7684 | 270-7136<br>270-7136 | <a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@co.maui.hi.us</a><br><a href="mailto:holly.perdido@co.maui.hi.us">holly.perdido@co.maui.hi.us</a> |
| County of Kauai                               | Ernest W. Barreira                         | 241-4295             | 241-6297             | <a href="mailto:ebarreira@kauai.gov">ebarreira@kauai.gov</a>   |
| Kauai County Council                          | Lisa Ishibashi<br>Scott Sato               | 241-4820<br>241-4810 | 241-6349<br>241-6349 | <a href="mailto:lishibashi@kauai.gov">lishibashi@kauai.gov</a><br><a href="mailto:ssato@kauai.gov">ssato@kauai.gov</a>                                 |
| County of Kauai – Department of Water         | Fay Tateishi                               | 245-5423             | 245-5813             | <a href="mailto:ftateishi@kauaiwater.org">ftateishi@kauaiwater.org</a>   |

**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 or vendor list Contractor(s).

**CONTRACTORS.** The following Contractors are authorized to provide Office Supplies and Printer Cartridges to the State of Hawaii under SPO PL/VL Contract No. 17-02.

Conrad Enterprises, Inc.  
EDP Products Co., Inc.  
Hawaii Stationery Company, Limited dba HSC Office Products  
Office Depot, Inc.  
PC Specialists, Inc. dba Technology Integration Group (TIG)

**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 and Vendor List Contract No. 17-02. *No further compliance verification is required prior to issuing a contract, purchase order or pCard payment when utilizing this contract.*

**SECTION 3-124-26, Hawaii Administrative Rules (HAR),** mandates State agencies and encourages County agencies to purchase recycled paper. Exceptions to this section may be taken when statutory, regulatory, or contractual requirements preclude the purchase of recycled paper.

**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 Price and Vendor List Contract No. 17-02** will be typed on purchase orders issued against this price and vendor list contract. For pCard purchases, the SPO Price and Vendor List Contract No. 17-02 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. Payments may also be made via pCard.

**QUALITY OF PRODUCT.** All supplies excluding printer cartridges furnished under this contract shall be new and of the best quality of its respective kind. It shall be free from defects which may render it unfit for use. Damaged, defective, rejected or unacceptable items shall be immediately replaced with items of the same quality. Failure to replace any unacceptable item shall not relieve the Contractor from the responsibility imposed upon them by the contract. No payment, whether partial or final, shall be construed to be an acceptance of unacceptable supplies.

All Printer Cartridges furnished under this contract, if found defective, shall be replaced by the Contractor if agency can prove purchase during the Contractor's contract period and expiration date, if any, has not lapsed.

**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.

# CONTRACTOR INFORMATION

## Conrad Enterprises, Inc.

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Business Address:  
301 Sand Island Access Road  
Honolulu, HI 96819

Remittance Address:  
Same as business address

Contact Person(s):  
Cheryl Sasaki  
Phone: (808) 356-2361  
Fax: (808) 848-8916  
Email: [clsasaki@cehawaii.com](mailto:clsasaki@cehawaii.com)

Terri Sasaki  
Phone: (808) 356-2354  
Fax: (808) 848-8916  
Email: [tlsasaki@cehawaii.com](mailto:tlsasaki@cehawaii.com)

Website: [www.cehawaii.com](http://www.cehawaii.com)

Note: Please visit our website for product information. Feel free to create a list and email us for pricing and availability. On-line ordering will be available after July 1, 2017.

## EDP Products Co, Inc.

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Business Address:  
99-1112 Iwaena Street  
Aiea, HI 96701

Remittance Address:  
Same as business address

Contact Person:  
Robynne Mahi  
Phone: (808) 486-8686  
Fax: (808) 488-9768  
Email: [robynne@edphawaii.com](mailto:robynne@edphawaii.com)

Website: [www.edphawaii.com](http://www.edphawaii.com)

# CONTRACTOR INFORMATION

## Hawaii Stationery Co., Ltd. dba HSC Office Products

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Business Address:  
99-1418 Koaha Place  
Aiea, HI 96701

Remittance Address:  
HSC Office Products  
P.O. Box 1301  
Aiea, HI 96701

Contact Person(s):  
Lisa Rosehill-Castillo  
Amber Long  
Kayla Nakayama  
Christopher Duke  
Phone: (808) 486-3200  
Email: [insidesales@hscofficeproducts.com](mailto:insidesales@hscofficeproducts.com)  
Fax: (808) 486-3111

Website: [www.hscofficeproducts.com](http://www.hscofficeproducts.com)

\*SAME DAY DELIVERY AVAILABLE TO: Mapunapuna, Daniel K. Inouye International Airport, Kalihi, Downtown Central Business District and Halawa Industrial. Some restrictions apply.\*

## Office Depot, Inc.

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**(NOTE: Payment to Office Depot, Inc.)**

Business Address:  
94-1489 Moaniani Street  
Waipahu, HI 96797

Remittance Address:  
P.O. Box 29248  
Phoenix, AZ 85038-9248

**Note: Office Depot Store Purchasing Card (SPC) allows user agencies to receive the contract pricing when shopping at Office Depot /OfficeMax retail stores (show SPC to cashier during transaction). Contact the following Office Depot Account Managers for details about the SPC and how to obtain it.**

### Oahu Contact Person(s):

*University of Hawaii & Colleges, State agencies (DCCA, DoTAX, Legislature, Human Resources Division)*  
Dulce Villar  
Phone: (808) 676-3137  
Fax: (808) 676-3155  
Email: [Dulce.Villar@officedepot.com](mailto:Dulce.Villar@officedepot.com)



**Oahu Contact Person(s):**

*State agencies (Public Safety, Legislature (House & Senate), DBEDT, Judiciary, Governor)*

Gail Saito

Phone: (808) 676-3164

Fax: (808) 676-3155

Email: [Gail.Saito@officedepot.com](mailto:Gail.Saito@officedepot.com)

*DOE, City & County of Honolulu, State agencies (DOT, DOD, Budget & Finance)*

Germaine Moniz

Phone: (808) 469-0041

Fax: (808) 676-3155

Email: [Germaine.Moniz@officedepot.com](mailto:Germaine.Moniz@officedepot.com)

*DOE, State agencies (DOH, DHS, DLNR, DLIR, OHA, AG, DAGS, DOA, DHHL)*

Mae Chung

Phone: (808) 676-3174

Fax: (808) 676-3155

Email: [Maellene.Chung@officedepot.com](mailto:Maellene.Chung@officedepot.com)

**Hawaii (Big Island) Contact Person(s):**

*DOE, State agencies, University of Hawaii & Colleges*

John Brown

Phone: (808) 260-5853

Fax: (808) 961-2737

Fax PO orders : (808) 676-3155 (Oahu)

Email : [John.Brown@officedepot.com](mailto:John.Brown@officedepot.com)

*County of Hawaii, DOE*

Jan (JJ) Andrade-Joaquin

Phone (mobile): (808) 936-4296

Fax: (808) 961-2737

Fax PO orders : (808) 676-3155 (Oahu)

Email: [Jan.Andrade-Joaquin@officedepot.com](mailto:Jan.Andrade-Joaquin@officedepot.com)

**Maui Contact Person(s):**

*DOE (Maui, Molokai & Lanai)*

Michele Lau (interim)

Phone: (808) 724-4998

Fax: (808) 871-6914

Email : [michele.lau@officedepot.com](mailto:michele.lau@officedepot.com)

*State agencies (Maui, Molokai & Lanai), University of Hawaii & Colleges, County of Maui*

Lilly Galvez

Phone: (808) 518-1460

Fax: (808) 871-6914

Email: [Lilly.Galvez@officedepot.com](mailto:Lilly.Galvez@officedepot.com)

**Kauai Contact Person(s):**

*County of Kauai, DOE*

Sally Smalldon

Phone : (808) 855-0920

Fax : (808) 245-1657

Email : [Sally.Smalldon@officedepot.com](mailto:Sally.Smalldon@officedepot.com)

*State agencies, University of Hawaii & Colleges, DOE*

Terri Nakamatsu

Phone: (808) 651-9604

Fax: (808) 245-1657

Email: [Theresa.Nakamatsu@officedepot.com](mailto:Theresa.Nakamatsu@officedepot.com)

Website: [www.officemaxworkplace.com](http://www.officemaxworkplace.com) or [www.officemaxsolutions.com](http://www.officemaxsolutions.com)

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**PC Specialists, Inc. dba Technology Integration Group (TIG)**

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Business Address:

1221 Kapiolani Blvd., Suite 410  
Honolulu, HI 96814

Remittance Address:

P.O. Box 85244  
San Diego, CA 92186-5244

Contact Person(s):

Roland Yee (State of Hawaii Executive and Judiciary)

Phone: (808) 524-6652 x1562

Fax: (808) 536-2845

Email: [Roland.Yee@tig.com](mailto:Roland.Yee@tig.com)

Mary Manalo (All Counties, K-12)

Phone: (808) 524-6652 x1560

Fax: (808) 536-2845

Email: [Mary.Manalo@tig.com](mailto:Mary.Manalo@tig.com)

Website: [www.tig.com](http://www.tig.com)

**GENERAL INFORMATION.** This is a price and vendor list contract to allow agencies to purchase items from the Core List (hereinafter "Price List") attached, or, for items not available on the Price List, from the vendors listed on the *Vendor List Instructions*. Agencies using the vendor list are required to obtain a minimum number of quotes. Refer to the *Vendor List Instructions* herein.

## **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. General excise tax shall not be applied to delivery charges.

**ORDERING** on a timely basis is the responsibility of each agency. Orders shall be issued on an as-needed basis during the price and vendor list contract period, and will use either the pCard or purchase order when placing order(s). Contractors are not obligated to accept any order received after the contract expiration date, however, Contractors shall fill timely orders for which delivery may extend beyond the expiration date. Agencies shall not issue purchase orders specifying delivery after the price and vendor list contract expiration date. At time of order, agencies shall specify where their order is to be delivered. When requested by the Contractor, ordering agencies shall provide information regarding the delivery locations special access conditions. This includes security, platforms, steps, curbs, and accessible ramp way or doorway widths to navigate, if the items are to be brought up or down any flight(s) of stairs and if no elevator is available. Agencies should not cancel special orders.

**DELIVERIES.** The Contractor shall contact the appropriate agency to coordinate delivery arrangements.

***On-Island Deliveries*** (agency and Contractor's warehouse located on the same island).

*In-Stock items:* ordering agencies shall have the option of having in-stock items available for pick up on a will-call basis within three (3) business days from receipt of order or, for orders totaling \$25.00 or more (excluding GET), having the in-stock items delivered to an office location on that island, within five (5) business days. Deliveries on orders totaling less than \$25.00 (excluding GET) will be at the option of the Contractor.

*Non-Stocked items:* ordering agencies shall have the option of having the non-stocked items available for pick up on a will-call basis within twenty five (25) business days from receipt of order or, for orders totaling \$25.00 or more (excluding GET), having the non-stocked items delivered to an office location on that island, within thirty (30) business days. Deliveries on orders totaling less than \$25.00 (excluding GET) will be at the option of the Contractor.

***Off-Island Deliveries*** (agency and Contractor's warehouse not located on the same island).

*In-Stock items:* ordering agencies shall have in-stock items delivered to the address specified on their order within fifteen (15) business days from receipt of order. Should the Contractor have a retail or wholesale business located on the same island as the ordering agency, agencies located on that island shall have the option of having in-stock items available for pick up on a will-call basis within five (5) business days from receipt of order.

*Non-Stocked items:* ordering agencies shall have non-stocked items delivered to the address specified on their order within thirty five (35) business days from receipt of order. Should the

Contractor have a retail or wholesale business located on the same island as the ordering agency, agencies located on that island shall have the option of having non-stocked items available for pick up on a will-call basis within thirty (30) business days from receipt of order.

*Shipping Charges* for off-island delivery, if any, may be added as a separate line item. GET shall not be applied to delivery charges. Contractor shall notify the ordering agency of the exact amount that will be charged for shipping. Contractor shall not charge shipping charges without first obtaining approval from the ordering agency. Shipping charges shall be on the same invoice as the goods. Vendors have established a dollar level needed on orders to obtain delivery of goods at no cost.

Contractor may quote ordering agencies an estimated shipping charge. Once the order is processed, Contractor will notify and obtain approval from ordering agency to charge actual shipping costs. Agencies are discouraged from cancelling an order based on the cost of freight as long as the actual shipping charges do not exceed estimated shipping charges by more than \$8.00.

*Dollar Levels To Obtain Free Shipping:*

|                     |                                 |
|---------------------|---------------------------------|
| Conrad Enterprises: | n/a                             |
| EDP:                | n/a                             |
| Hawaii Stationery:  | \$15,000.00                     |
| Office Depot:       | \$150.00 for Lanai and Molokai* |
| TIG:                | \$0                             |

\*Office Depot: In the event the value of the order is less than \$150.00 and it is being delivered to Molokai or Lanai, there will be a Small Order Fee of \$65.00 which shall be added to the invoice as a separate line item.

**Recycled Office Paper.** Orders for recycled office paper may require alternate arrangements for staggered delivery dates to accommodate large orders. For example, when there is only stairway access for delivery to another floor, only ten (10) cases of paper should be furnished in a day to that site. For delivery locations with no elevator, the vendor will deliver the paper to a first floor location. For delivery locations with an elevator, Contractor shall deliver to the ordering agency's requested location. It is the responsibility of the Contractor to ensure that all items are ultimately delivered to the designated areas and unloaded.

**RE-STOCKING FEE.** The flat rate re-stocking fee may be assessed to the agencies for orders placed and delivered, but for other than defective reasons are being returned or exchanged subject to the following conditions:

- A. Fee Assessment shall apply per incident, not per line item or quantity
- B. Fee assessment shall not apply if erroneous delivery of items is due to typographical error, regardless of fault. It shall be vendor's responsibility to verify that each item's branch, description and ordering number match before delivering item(s) to agency.

|       |                     |                                   |
|-------|---------------------|-----------------------------------|
| Fees: | Conrad Enterprises: | \$50.00/incident                  |
|       | EDP:                | \$45.00/incident                  |
|       | Hawaii Stationery:  | \$25.00/incident                  |
|       | Office Depot:       | None (if item is stocked on Oahu) |
|       | TIG:                | \$25.00/incident                  |

**INSPECTION.** Any products, damaged, defective or spoiled, should not be accepted by the ordering agency and the Contractor shall be responsible for replacement. Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the Contractor within five (5) working days from delivery date.

Agencies should be alert of any scams where orders are falsely placed. All need to be vigilant in verifying the accuracy of each order being placed and received. If there is any suspicion of goods being delivered without proper documentation of the goods being ordered, please contact the State Procurement Office to report your findings.

# PRICE LIST

Agencies can purchase items on this price list (pgs 12-19) without obtaining additional quotes.

## QUICK REFERENCE:

|                                  |   |
|----------------------------------|---|
| GROUP 1: General Office Supplies | not awarded, go to vendor list instructions |
| GROUP 2: Recycled Office Paper   | page 12                                     |
| GROUP 3: OEM Printer Cartridges  | page 14                                     |
| GROUP 4: Dated Products          | page 19                                     |

| <u>description</u> | <u>brand name/product number</u> | <u>unit price</u> | <u>contractor</u> |
|--------------------|----------------------------------|-------------------|-------------------|
|--------------------|----------------------------------|-------------------|-------------------|

## GROUP 1: GENERAL OFFICE SUPPLIES

Note: There is no awarded contractor for Price List, Group 1. Go to Vendor List instructions on page 20.

## GROUP 2: RECYCLED OFFICE PAPER

Office Depot, Inc.

|   |  |   |             |              |
|---|--|---|-------------|--------------|
| 1 | BOND, XEROGRAPHIC, white, 3-hole pre-punched, premium, No.4, 20# sub, 8-1/2" x 11" 500 shts/rm, 10 rms/ctn min. 30% recycled content | Boise Aspen / 054901PCTN<br>OD SKU # 534217 | \$37.40 ctn | Office Depot |
|---|--|---|-------------|--------------|

|   |  |  |             |              |
|---|--|--|-------------|--------------|
| 2 | BOND, XEROGRAPHIC, white, dual purpose, No. 4, 20# sub, 500 shts/rm, 8-1/2" x 11", 10 rms/ctn, min. 30% recycled content | Boise Aspen / 054901CTN<br>OD SKU # 116946 | \$32.50 ctn | Office Depot |
|---|--|--|-------------|--------------|

|   |  |   |             |              |
|---|--|---|-------------|--------------|
| 3 | BOND, XEROGRAPHIC, white, dual purpose, No. 4, 20# sub, 500 shts/rm, 8-1/2" x 14", 10 rms/ctn, min. 30% recycled content | Boise Aspen / 054904<br>OD SKU # 942363 | \$44.01 ctn | Office Depot |
|---|--|---|-------------|--------------|

|   |  |   |             |              |
|---|--|---|-------------|--------------|
| 4 | BOND, XEROGRAPHIC, white, dual purpose, No. 4, 20# sub, 500 shts/rm, 11" x 17", 5 rms/ctn, min. 30% recycled content | Boise Aspen / 054907<br>OD SKU # 942426 | \$34.75 ctn | Office Depot |
|---|--|---|-------------|--------------|

| <u>description</u>   | <u>brand name/product number</u>   | <u>unit price</u> | <u>contractor</u> |
|--|--|-------------------|-------------------|
| 5 BOND, XEROGRAPHIC, Colored, dual purpose, No. 4, 20# sub, 500 shts/rm, 10 rms/ctn, 8-1/2" x 11", min. 30% recycled content | Xerox/ 3R11230 -Lilac, 3R11231 - Salmon, 3R20080 -Cherry, 3R20081 -Tan, 3R05857 -Green, 3R05856 -Blue, 3R20079 -Gray, 3R05862 -Ivory, 3R05861 - Goldenrod, 3R05860 -Buff, 3R05858 -Yellow, 3R05859 -Pink | \$52.00 ctn       | Office Depot      |

|  |  |             |              |
|--|--|-------------|--------------|
| 6 BOND, XEROGRAPHIC, Colored, dual purpose, No. 4, 20# sub, 500 shts/rm, 10 rms/ctn, 8-1/2" x 14", min. 30% recycled content | Xerox / 3R20089 -Goldenrod, 3R20086 -Green, 3R20087-Ivory, 3R20088 -Pink, 3R20084 -Blue, 3R20085 -Yellow | \$59.80 ctn | Office Depot |
|--|--|-------------|--------------|

|   |   |           |              |
|---|---|-----------|--------------|
| 7 BOND XENOGRAPHIC, colored, dual purpose, No. 4, 20# sub, 500 shts/rm, 8-1/2" x 11", min. 30% recycled content | Xerox/ 3R11230 OD SKU # 478156 -Lilac, 3R11231 OD SKU # 478123 -Salmon, 3R20080 OD SKU # 919519 -Cherry, 3R20081 OD SKU # 860581 -Tan, 3R05857 OD SKU # 345645 -Green, 3R05856 OD SKU # 345637 -Blue, 3R20079 OD SKU # 345702 - Gray, 3R05862 OD SKU # 345694 -Ivory, 3R05861 OD SKU # 345686 -Goldenrod, 3R05860 OD SKU # 345678 -Buff, 3R05858 OD SKU # 345660 -Yellow, 3R05859 OD SKU # 345652 -Pink | \$5.20 rm | Office Depot |
|---|---|-----------|--------------|

|   |   |           |              |
|---|---|-----------|--------------|
| 8 BOND XENOGRAPHIC, colored, dual purpose, No. 4, 20# sub, 500 shts/rm, 8-1/2" x 14", min. 30% recycled content | Xerox / 3R20089 OD SKU # 345769 -Goldenrod, 3R20086 OD SKU # 345728 -Green, 3R20087 OD SKU # 345777 -Ivory, 3R20088 OD SKU # 345736 -Pink, 3R20084 OD SKU # 345710 - Blue, 3R20085 OD SKU # 345744 - Yellow | \$5.98 rm | Office Depot |
|---|---|-----------|--------------|

| <u>description</u>                                | <u>brand name/product number</u> | <u>unit price</u> | <u>contractor</u>             |
|---|----------------------------------|-------------------|-------------------------------|
| <b>GROUP 3: PRINTER CARTRIDGES (OEM)</b>          | <b>Hewlett-Packard (HP)</b>      |                   | <b>EDP Products Co., Inc.</b> |
| 9 HP Inkjet Print Cartridges, HP 61 – Black       | HP #SCCH561WN                    | \$12.68 ea        | EDP                           |
| 10 HP Inkjet Print Cartridges, HP 61– Tri-color   | HP #SCCH562WN                    | \$16.15 ea        | EDP                           |
| 11 HP Inkjet Print Cartridges, HP 94 – Black      | HP #SCC8765WN#140                | \$17.77 ea        | EDP                           |
| 12 HP Inkjet Print, Cartridges, HP 95 – Tri-Color | HP #SCC8766WN#140                | \$16.24 ea        | EDP                           |
| 13 HP Inkjet Print Cartridges, HP 96 – Black      | HP #SCC8767WN#140                | \$33.21 ea        | EDP                           |
| 14 HP Inkjet Print Cartridges, HP 901 – Black     | HP #SCCC653AN                    | \$9.67 ea         | EDP                           |
| 15 HP Inkjet Print Cartridges, HP 901 – Tri-color | HP #SCCC656AN                    | \$16.27 ea        | EDP                           |
| 16 HP Inkjet Print Cartridges, HP 950XL – Black   | HP #SCCN045AN                    | \$28.07 ea        | EDP                           |
| 17 HP Inkjet Print Cartridges, HP 951XL – Cyan    | HP #SCCN046AN                    | \$21.88 ea        | EDP                           |
| 18 HP Inkjet Print Cartridges, HP 951XL – Magenta | HP #SCCN047AN                    | \$21.88 ea        | EDP                           |
| 19 HP Inkjet Print Cartridges, HP 951XL – Yellow  | HP #SCCN048AN                    | \$21.88 ea        | EDP                           |
| 20 HP Inkjet Print Cartridges, HP 932XL – Black   | HP #SCCN053AN                    | \$24.63 ea        | EDP                           |
| 21 HP Inkjet Print Cartridges, HP 933XL – Cyan    | HP #SCCN054AN                    | \$12.95 ea        | EDP                           |
| 22 HP Inkjet Print Cartridges, HP 933XL – Magenta | HP #SCCN055AN                    | \$12.95 ea        | EDP                           |
| 23 HP Inkjet Print Cartridges, HP 933XL – Yellow  | HP #SCCN056AN                    | \$12.95 ea        | EDP                           |
| 24 HP Inkjet Print Cartridges, HP 970XL – Black   | HP #SCCN625AM                    | \$86.21 ea        | EDP                           |
| 25 HP Inkjet Print Cartridges, HP 971XL – Cyan    | HP #SCCN626AM                    | \$84.29 ea        | EDP                           |
| 26 HP Inkjet Print Cartridges, HP 971XL – Magenta | HP #SCCN627AM                    | \$84.29 ea        | EDP                           |
| 27 HP Inkjet Print Cartridges, HP 971XL – Yellow  | HP #SCCN628AM                    | \$84.29 ea        | EDP                           |



|    | <u>description</u>   | <u>brand name/product number</u> | <u>unit price</u> | <u>contractor</u> |
|----|--|----------------------------------|-------------------|-------------------|
| 28 | HP LaserJet 1200, 1220, 3300, 3380, Black, High Yield                              | HP #SCC7115X                     | \$41.13 ea        | EDP               |
| 29 | HP LaserJet 10XX / 30XX Series, M1005 mfp, M1319 mfp, Black (retail packaging)     | HP #SCQ2612A                     | \$46.32 ea        | EDP               |
| 30 | HP LaserJet 10XX / 30XX Series, M1005 mfp, M1319 mfp, Black (white box packaging*) | HP #SCQ2612AC                    | \$47.32 ea        | EDP               |
| 31 | HP LaserJet 1160, 1320, 3390, Black  | HP #SCQ5949A                     | \$59.97 ea        | EDP               |
| 32 | HP LaserJet 1300, 1300n, 1300 Xi, Black  | HP #SCQ2613X                     | \$55.31 ea        | EDP               |
| 33 | HP LaserJet 2300 Series, Black   | HP #SCQ2610A                     | \$72.45 ea        | EDP               |
| 34 | HP LaserJet 4100, Black  | HP #SCC8061X                     | \$114.99 ea       | EDP               |
| 35 | HP LaserJet 4200, Black  | HP #SCQ1338A                     | \$117.99 ea       | EDP               |
| 36 | HP LaserJet 4250, 4350, Black (retail packaging)                                   | HP #SCQ5942X                     | \$188.73 ea       | EDP               |
| 37 | HP LaserJet 4250, 4350, Black (white box packaging*)                               | HP #SCQ5942YC                    | \$200.96 ea       | EDP               |
| 38 | HP LaserJet P2015, M2727 mfp, Black (retail packaging)                             | HP #SCQ7553X                     | \$75.24 ea        | EDP               |
| 39 | HP LaserJet P2015, M2727 mfp, Black (white box packaging*)                         | HP #SCQ7553XC                    | \$80.24 ea        | EDP               |
| 40 | HP LaserJet P4014, P4015, P4515, Black   | HP #SCCC364A                     | \$123.20 ea       | EDP               |
| 41 | HP LaserJet P4015, P4515, Black, High Yield (retail packaging)                     | HP #SCCC364X                     | \$197.00 ea       | EDP               |
| 42 | HP LaserJet P4015, P4515, Black, High Yield (white box packaging*)                 | HP #SCCC364XC                    | \$186.48 ea       | EDP               |

|    | <u>description</u>  | <u>brand name/product number</u> | <u>unit price</u> | <u>contractor</u> |
|----|---|----------------------------------|-------------------|-------------------|
| 43 | HP LaserJet CP2025, CM2320 mfp, Black (retail packaging)                    | HP #SCCC530A                     | \$83.27 ea        | EDP               |
| 44 | HP LaserJet CP2025, CM2320 mfp, Black (white box packaging*)                | HP #SCCC530AC                    | \$76.08 ea        | EDP               |
| 45 | HP LaserJet CP2025, CM2320 mfp, Cyan (retail packaging)                     | HP #SCCC531A                     | \$82.22 ea        | EDP               |
| 46 | HP LaserJet CP2025, CM2320 mfp, Cyan (white box packaging*)                 | HP #SCCC531AC                    | \$75.17 ea        | EDP               |
| 47 | HP LaserJet CP2025, CM2320 mfp, Yellow (retail packaging)                   | HP #SCCC532A                     | \$82.22 ea        | EDP               |
| 48 | HP LaserJet CP2025, CM2320 mfp, Yellow (white box packaging*)               | HP #SCCC532AC                    | \$75.17 ea        | EDP               |
| 49 | HP LaserJet CP2025, CM2320 mfp, Magenta (retail packaging)                  | HP #SCCC533A                     | \$82.22 ea        | EDP               |
| 50 | HP LaserJet CP2025, CM2320 mfp, Magenta (white box packaging*)              | HP #SCCC533AC                    | \$75.17 ea        | EDP               |
| 51 | HP LaserJet P3015, M521/ M525 mfp, Black, High Yield (retail packaging)     | HP #SCCE255X                     | \$153.29 ea       | EDP               |
| 52 | HP LaserJet P3015, M521/ M525 mfp, Black, High Yield (white box packaging*) | HP #SCCE255XC                    | \$141.54 ea       | EDP               |
| 53 | HP LaserJet P1606, M1536 mfp, Black (retail packaging)                      | HP #SCCE278A                     | \$55.22 ea        | EDP               |
| 54 | HP LaserJet P1606, M1536 mfp, Black (white box packaging*)                  | HP #SCCE278AC                    | \$50.85           | EDP               |
| 55 | HP LaserJet P1102, M1212/ 1217 mfp, Black (retail packaging)                | HP #SCCE285A                     | \$47.93           | EDP               |
| 56 | HP LaserJet P1102, M1212/ 1217 mfp, Black (white box packaging*)            | HP #SCCE285AC                    | \$45.25           | EDP               |
| 57 | HP LaserJet M4555 mfp, M601, M602, M603, Black                              | HP #SCCE390A                     | \$124.16          | EDP               |
| 58 | HP LaserJet M4555 mfp, M602, M603, Black, High Yield (retail packaging)     | HP #SCCE390X                     | \$184.67 ea       | EDP               |
| 59 | HP LaserJet M4555 mfp, M602, M603, Black, High Yield (white box packaging*) | HP #SCCE390XC                    | \$175.95 ea       | EDP               |

|    | <u>description</u>   | <u>brand name/product number</u> | <u>unit price</u> | <u>contractor</u> |
|----|--|----------------------------------|-------------------|-------------------|
| 60 | HP LaserJet M551, M570, M575 mfp, Black (retail packaging, standard yield)       | HP #SCCE400A                     | \$106.38          | EDP               |
| 61 | HP LaserJet M551, M570, M575 mfp, Black (white box packaging*, high yield)       | HP #SCCE400YC                    | \$138.73          | EDP               |
| 62 | HP LaserJet M551, M570, M575 mfp, Cyan (retail packaging, standard yield)        | HP #SCCE401A                     | \$153.27          | EDP               |
| 63 | HP LaserJet M551, M570, M575 mfp, Cyan (white box packaging*, high yield)        | HP #SCCE401YC                    | \$186.55          | EDP               |
| 64 | HP LaserJet M551, M570, M575 mfp, Yellow (retail packaging, standard yield)      | HP #SCCE402A                     | \$153.27          | EDP               |
| 65 | HP LaserJet M551, M570, M575 mfp, Yellow (white box packaging*, high yield)      | HP #SCCE402YC                    | \$186.55          | EDP               |
| 66 | HP LaserJet M551, M570, M575 mfp, Magenta (retail packaging, standard yield)     | HP #SCCE403A                     | \$153.27          | EDP               |
| 67 | HP LaserJet M551, M570, M575 mfp, Magenta (white box packaging*, high yield)     | HP #SCCE403YC                    | \$186.55          | EDP               |
| 68 | HP LaserJet M375nw mfp, M451, M475 mfp, Black, High Yield (retail packaging)     | HP #SCCE410X                     | \$72.14           | EDP               |
| 69 | HP LaserJet M375nw mfp, M451, M475 mfp, Black, High Yield (white box packaging*) | HP #SCCE410XC                    | \$65.63           | EDP               |
| 70 | HP LaserJet M375nw mfp, M451, M475 mfp, Cyan (retail packaging)                  | HP #SCCE411A                     | \$82.74           | EDP               |
| 71 | HP LaserJet M375nw mfp, M451, M475 mfp, Cyan (white box packaging*)              | HP #SCCE411AC                    | \$74.88           | EDP               |
| 72 | HP LaserJet M375nw mfp, M451, M475 mfp, Yellow (retail packaging)                | HP #SCCE412A                     | \$82.74           | EDP               |
| 73 | HP LaserJet M375nw mfp, M451, M475 mfp, Yellow (white box packaging*)            | HP #SCCE412AC                    | \$74.88           | EDP               |
| 74 | HP LaserJet M375nw mfp, M451, M475 mfp, Magenta (retail packaging)               | HP #SCCE413A                     | \$82.74           | EDP               |
| 75 | HP LaserJet M375nw mfp, M451, M475 mfp, Magenta (white box packaging*)           | HP #SCCE413AC                    | \$74.88           | EDP               |
| 76 | HP LaserJet P2035, P2055, Black (retail packaging)                               | HP #SCCE505A                     | \$65.70           | EDP               |

|    | <u>description</u>  | <u>brand name/product number</u> | <u>unit price</u> | <u>contractor</u> |
|----|---|----------------------------------|-------------------|-------------------|
| 77 | HP LaserJet P2035, P2055, Black (white box packaging*)                            | HP #SCCE505AC                    | \$58.37           | EDP               |
| 78 | HP LaserJet P1505, M1522n mfp, Black (retail packaging)                           | HP #SCCB436A                     | \$46.56           | EDP               |
| 79 | HP LaserJet P1505, M1522n mfp, Black (white box packaging*)                       | HP #SCCB436AC                    | \$47.56           | EDP               |
| 80 | HP LaserJet M251, M276 mfp, Black   | HP #SCCF210A                     | \$49.26           | EDP               |
| 81 | HP LaserJet M251, M276 mfp, Cyan  | HP #SCCF211A                     | \$59.89           | EDP               |
| 82 | HP LaserJet M251, M276 mfp, Yellow  | HP #SCCF212A                     | \$59.89           | EDP               |
| 83 | HP LaserJet M251, M276 mfp, Magenta   | HP #SCCF213A                     | \$59.89           | EDP               |
| 84 | HP LaserJet M401, M425, Black, High Yield (retail packaging)                      | HP #SCCF280X                     | \$118.76          | EDP               |
| 85 | HP LaserJet M401, M425, Black, High Yield (white box packaging*)                  | HP #SCCF280XC                    | \$108.18          | EDP               |
| 86 | HP LaserJet 4345 mfp, M4345 mfp, Black (retail packaging, standard yield)         | HP #SCQ5945A                     | \$145.00          | EDP               |
| 87 | HP LaserJet 4345 mfp, M4345 mfp, Black (white box packaging*, high yield)         | HP #SCQ5945YC                    | \$172.97          | EDP               |
| 88 | HP LaserJet P3005, M3027 mfp, M3035 mfp, Black, High Yield (retail packaging)     | HP #SCQ7551X                     | \$109.94          | EDP               |
| 89 | HP LaserJet P3005, M3027 mfp, M3035 mfp, Black, High Yield (white box packaging*) | HP #SCQ7551XC                    | \$113.00          | EDP               |

\*Note: HP's "White Box" packaging is an equivalent to standard retail product in performance and in some instances offers higher page yields than the retail product. The "White Box" product is new and in most cases offers end-users considerable cost savings by foregoing retail packaging.

| <u>description</u>   | <u>brand name/product number</u> | <u>unit price</u> | <u>contractor</u>               |
|--|----------------------------------|-------------------|---------------------------------|
| <b>GROUP 4: DATED PRODUCTS</b>   |                                  |                   | <b>CONRAD ENTERPRISES, INC.</b> |
| 90 Jumbo Book Style, 3-1/2" x 6", 2 pages per day, 1/2 hour appointments on left page, holes 2" apart, one tab per month, two color printing                 | AT A GLANCE/E51750               | \$4.40 ea         | Conrad                          |
| 91 Wall/Desk Calendar, ~21-3/4" x 17", 12 months, 1 month per tear-off sheet, 2 eyelets at top for hanging, nonrefillable, ruled daily writing blocks, Black | AT A GLANCE/SK2400               | \$1.96 ea         | Conrad                          |
| 92 12-Month Wall Calendar, 24" x 36", reversible (vertical year on one side, horizontal year on the other side)  | AT A GLANCE/PM21228              | \$7.30 ea         | Conrad                          |
| 93 Weekly, Professional Appointment Book, 8" x 11", 1 week per two pages, 1/4-hour appointments, limited times on weekends, nonrefillable, Black             | AT A GLANCE DAY MINDER/G52000    | \$4.94 ea         | Conrad                          |
| 94 Monthly, 6-7/8" x 8-3/4", 1 month per two pages, memo section, nonrefillable, Black   | AT A GLANCE DAY MINDER/G40000    | \$4.06 ea         | Conrad                          |
| 95 Monthly, 7-7/8" x 11-7/8", 1 month per two pages, 14-months (Dec.-Jan.), ruled daily squares, nonrefillable, Black  | AT A GLANCE DAY MINDER/G47000    | \$2.92 ea         | Conrad                          |

FOR ALL DATED PRODUCTS: Please note that calendar orders should be placed before September 30 to guarantee availability.

# VENDOR LIST INSTRUCTIONS

## MINIMUM NUMBER OF QUOTATIONS.

To purchase the exact same item (brand name and number) listed on the Price List from a vendor other than the Price List awarded vendor: Agencies are required to obtain a minimum of two (2) quotes for all dollar levels from the Contractors listed under "Office Supply Vendors" or "Printer Cartridge Vendors," as applicable. The price listed on the Price List is not considered as a quote.

Example: you want to order item 9: HP Inkjet Print Cartridges, HP 61 - Black. On the Price List, the brand and product number is listed as HP #SCCH561WN from EDP Products Co., Inc. at \$12.68/each. You can order HP #SCCH561WN from EDP Products Co., Inc. at \$12.68/each without obtaining quotes. However, if you want to order the same printer cartridge but do NOT want to order from EDP Products Co., Inc., then you must obtain two (2) quotes from the other Printer Cartridge Vendors for Hewlett-Packard listed on page 21.

To purchase items NOT on the Price List: Agencies are required to obtain quotations from the Contractors listed under "Office Supply Vendors" or "Printer Cartridge Vendors," as applicable. Agencies are encouraged to obtain as many quotes as necessary to determine the most cost effective option.

- a) Obtain at least one (1) quote for expenditures less than \$5,000; and
- b) Obtain at least three (3) written quotes for expenditures \$5,000 or more

**Consideration of Quotations.** Agencies shall consider all quotations received. Purchase shall be made from the Contractor with the most cost effective option, except in situations where the most cost effective option fails to meet the needs of the agencies.

**Uniform request for quotations.** When obtaining multiple quotes, Agencies shall prepare a uniform request for product and pricing quotations and submit the uniform request to all Contractors. Agencies may use Form SPO-010A, Small Purchase Quotation Form, or similar to request for quotes.

**Failure to receive quotations.** Agencies that are unable to obtain the minimum number of quotes specified above should document the information accordingly to provide proof that agency did their due diligence.

## OFFICE SUPPLY VENDORS

The approved vendor(s) for office supplies is listed below.

- Conrad Enterprises
- Hawaii Stationery
- Office Depot, Inc.

## OFFICE SUPPLY PRODUCT CATEGORIES

This SPO vendor List shall apply only to the below categories of office supply products:

| Category:  | Includes (but is not limited to):  |
|--|--|
| Binders and Binding Systems  | binders, binding systems combs and spines, binding covers, binding indexes, binding cases, presentation books  |
| Boards (Bulletin, Chalk, Display, Dry-Erase, Easels) and Accessories | bulletin boards, chalk boards, cork boards, dry erase boards, easels, easel pads, board mounts, mounting hardware  |
| Calculators and Accessories  | handheld calculators, printing calculators, calculator ink, calculator spools, adding machine tape   |
| Calendars, Refills, Stands, and Appointment Books                    | desk calendar refills, desk calendar bases, wall calendars, appointment books/planners, diaries, planners, refill sets   |
| Cables, Adapters, Power Products and Batteries                       | extension cords, household batteries, cables, adapters, chargers, surge protectors, battery backup systems   |
| Chair Mats   | chair mats   |
| Clips, Tacks and Rubber bands  | binder clips, paper clips, bulldog clips, panel clips, leaf book rings, push pins, thumb tacks, rubber bands, paper clip holders, suction cup hooks  |
| Computer Components, Peripherals and Accessories                     | computer cleaners, monitor screen filters, card readers, flash memory, USB drives, zip disks, keyboards, mice, wrist rests   |
| Desk Accessories and Workspace Organizers                            | call bells, bookends, book racks, card files, copyholders, drawer organizers, letter trays, display racks, sorters, wall organizers, desk protectors, gavels, clipboards, magnification products, pen and pencil holders, wastebaskets, desktop shelves, sorters                 |
| Files, Folders, Pockets and Sleeves                                  | expanding files, file sorters, file folders, hanging file folders, file holders, folder dividers, file backs, tabs, tab inserts, tab reinforcement, fasteners, pocket files, report covers, sheet protectors, card and photo sleeves, binder pockets, index dividers, portfolios |
| Flags, Self-Stick Notes and Dispensers                               | page flags, message flags, arrow flags, standard flags, self-stick notes, dispensers/holders   |
| Labels and Labeling Systems  | label makers, labels, label tape, label holders, label protectors  |
| Mailroom Supplies (not including heavy equipment)                    | finger pads, envelope moisteners, envelopes (except those mandated by an existing SPO Price List), clasp envelopes, business envelopes, interoffice envelopes mailing boxes, mailing tubes, stretch film, bubble wrap, packing peanuts, letter openers, sorters                  |
| Notebooks, Recordkeeping and Reference Materials                     | steno books, writing pads, spiral bound notebooks, index cards, journals, recordkeeping, phone message books, fax message books, diaries, reference materials (dictionaries, thesaurus, maps)  |

| Category:  | Includes (but is not limited to):  |
|--|--|
| Paper, Office (Recycled Only)                          | color paper, copy paper, computer paper, 8-1/2" x 11 size, 8-1/2" x 14" size, 11" x 14" size, filler paper   |
| Paper Punches, Paper Trimmers and Accessories          | electric punches, manual punches, heavy duty punches, single and multi-hole punches, punch replacement parts, paper trimmers, paper trimmer blades   |
| School Supplies  | art paper, art supplies, construction paper, crepe paper, paint, games/learning tools, crayons, colored markers, colored pencils   |
| Scissors and Rulers                                    | scissors, cutting mats, rulers, yard sticks, protractors, compasses  |
| Shredders, Shredder Bags, Lubricants                   | shredders, shredder bags, lubricants   |
| Stamps and Supplies                                    | stamps, stamp pads, stamp trays, ink refills   |
| Staplers and Supplies                                  | electric staplers, manual staplers, heavy duty staplers, staple removers, staples  |
| Storage Boxes and Drawers                              | storage boxes and containers, cardboard boxes, storage drawers, document/box files, archive boxes  |
| Storage Media  | CDs, DVDs, Data Tapes, Diskettes, VHS Tapes, cassette tapes, tape cartridges, CD and DVD cases, CD and DVD storage   |
| Tags, Tickets, Tag Fasteners, Badges and Badge Holders | marking tags, repair tags, tickets, lanyards, badges, badge holders, tag fasteners   |
| Tape, String, Glue, and Adhesives                      | adhesive film and dispensers, spray adhesives, glue, string, twine, double sided tape, electrical tape, packing tape, transparent/invisible tape, tape dispensers, Velcro and mounting products, rubber cement, adhesive removers        |
| Telephone Accessories                                  | headsets, headset accessories, handsets, handset lifters, phone cleaners, cords, jacks, shoulder rests, telephone stands   |
| Time and Date Recorders                                | time and date recorders  |
| Writing and Correction Supplies                        | chalk, markers, erasers, correction products, highlighters, pen/pencil sets, pencil sharpeners, pencils, pens, multifunction writing instruments, refills, eraser, lead, pen ink, board cleaners and wipes, board erasers, board markers |
| Typewriters and Ribbons                                | typewriters and ribbons  |

For all Office Supply Product Categories listed above, agencies will receive percentage discounts from the Contractor's catalog.



## PRINTER CARTRIDGE VENDORS

This SPO Vendor List shall apply only to the below manufacturers of printer cartridges. The approved vendor(s) for each manufacturer is listed below in alphabetical order.

| Manufacturer        | Vendor(s)   | Information on OEM Compatibles, if applicable   |
|---------------------|---|---|
| Brother             | Conrad Enterprises<br>EDP<br>Hawaii Stationery<br>Office Depot<br>TIG |   |
| Canon               | Conrad Enterprises<br>EDP<br>Hawaii Stationery<br>Office Depot<br>TIG |   |
| Clover/Dataproducts | Conrad Enterprises<br>Hawaii Stationery<br>Office Depot<br>TIG        | Product Information:<br><a href="http://www.clovertech.com/">http://www.clovertech.com/</a> |
| Clover/CTG          | Conrad Enterprises<br>EDP<br>Hawaii Stationery<br>Office Depot<br>TIG | Product Information:<br><a href="http://www.clovertech.com/">http://www.clovertech.com/</a> |
| Clover/GRC          | Conrad Enterprises<br>Hawaii Stationery<br>Office Depot<br>TIG        | Product Information:<br><a href="http://www.clovertech.com/">http://www.clovertech.com/</a> |
| Dell                | Conrad Enterprises<br>EDP<br>Hawaii Stationery<br>Office Depot<br>TIG |   |
| Epson               | Conrad Enterprises<br>EDP<br>Hawaii Stationery<br>Office Depot<br>TIG |   |
| Genicom             | Conrad Enterprises<br>EDP<br>Hawaii Stationery                        |   |
| Grenk               | Hawaii Stationery   |   |
| Guy Brown Products  | Hawaii Stationery   |   |

| Manufacturer       | Vendor(s)   | Information on OEM Compatibles, if applicable   |
|--------------------|---|---|
| Hewlett-Packard    | Conrad Enterprises<br>EDP<br>Hawaii Stationery<br>Office Depot<br>TIG |   |
| IBM                | EDP<br>Hawaii Stationery  |   |
| Kodak              | Hawaii Stationery   |   |
| Konica Minolta     | Conrad Enterprises<br>EDP<br>Hawaii Stationery<br>TIG                 |   |
| Kyocera            | Conrad Enterprises<br>EDP<br>Hawaii Stationery                        |   |
| Lanier             | Conrad Enterprises<br>EDP<br>Hawaii Stationery                        |   |
| Lexmark            | Conrad Enterprises<br>EDP<br>Hawaii Stationery<br>Office Depot<br>TIG |   |
| Okidata            | Conrad Enterprises<br>EDP<br>Hawaii Stationery<br>Office Depot<br>TIG |   |
| Panasonic          | Conrad Enterprises<br>EDP<br>Hawaii Stationery<br>TIG                 |   |
| Printer Essentials | TIG   | Website:<br><a href="https://www.printeressentials.com">https://www.printeressentials.com</a> |
| Ricoh              | Conrad Enterprises<br>EDP<br>Hawaii Stationery<br>TIG                 |   |
| Samsung            | Conrad Enterprises<br>EDP<br>Hawaii Stationery<br>Office Depot<br>TIG |   |

| Manufacturer | Vendor(s)   | Information on OEM Compatibles, if applicable |
|--------------|---|---|
| Sharp        | Conrad Enterprises<br>EDP<br>Hawaii Stationery<br>TIG                 |   |
| Toshiba      | Conrad Enterprises<br>EDP<br>Hawaii Stationery                        |   |
| Xerox        | Conrad Enterprises<br>EDP<br>Hawaii Stationery<br>Office Depot<br>TIG |   |

For all Printer Cartridge Manufacturers listed above, agencies will receive percentage discounts off the manufacturer's list price.