

DAVID Y. IGE
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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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March 1, 2018

TO: Executive Departments/Agencies Office of Hawaiian Affairs
 Department of Education University of Hawaii
 Public Charter School Commission House of Representatives
 and Schools Senate
 Hawaii Health Systems Corporation Judiciary

FROM: For Sarah Allen, Administrator

A handwritten signature in black ink, appearing to read "M-S".

SUBJECT: **Change No. 23**
 SPO Price List Contract No. 01-21
 Padded Standard Forms
 Price List Contract is continuous
 (I-00-072-0)

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

1. The point of contact information is updated on page 4.
2. Public Charter School Commission and Schools are added as a participating entity.
3. The contact information for HHSC is updated.

The current price list contract incorporating Change No. 23 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 Lori Cervantes at (808) 587-3355 or email lori.m.cervantes@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 01-21
Replaces SPO PL Contract No. 00-25
Includes Change No. 23
Revised: 03/01/2018

PADDED STANDARD FORMS

(IFB-00-072-O)
Continuous

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	Office of Hawaiian Affairs
Department of Education	University of Hawaii
Public Charter School Commission and Schools	House of Representatives Senate
Hawaii Health Systems Corporation	Judiciary

EXCEPTION TO THE PRICE LIST CONTRACT. An exception may be granted when the Price List contract does not meet the purchasing agency's needs. For this purpose, Executive 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 it is not practicable or advantageous to use the contract vendor.

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 Correction Action and/or Request for After-the-Fact Payment Approval*.

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 specific department needs. SPO forms are available on the SPO website at <http://spo.hawaii.gov>. Click on *Forms* on the home page.

When the participating jurisdiction obtains an approved form SPO-005 to not use the Price List contract, agencies shall use the applicable procurement method and its procedures, such as small purchases or Competitive Sealed Bidding (CSB).

POINT OF CONTACT. Questions regarding the ordering of the forms, pricing, and status should be directed to Hawaii Correctional Industries.

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
DOE	Procurement Staff	675-0130	675-0133	DOEProcure@notes.k12.hi.us
Public Charter School Commission and Schools	Jessica Tanaka	586-3783	586-3773	jessica.tanaka@spcsc.hawaii.gov
HHSC	Jeff Dansdill	657-3721		jedansdill@hhsc.org
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
UH	Matthew Chow Karlee Hisashima	956-2765 956-8687	956-2096 956-2093	chowmatt@hawaii.edu karlee@hawaii.edu
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov

CONTRACTORS. The following Contractor is authorized to provide Padded Standard Forms to the State of Hawaii.

Department of Public Safety - Hawaii Correctional Industries (HCI)

VENDOR CODES for annotation on purchase orders from the *Alphabetical Vendor Edit Table Report* is 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.

UNIT PRICES include delivery to Oahu destinations for orders of at least \$15.00, all applicable taxes and all other costs. Oahu agencies ordering less than \$15.00 may be assessed a delivery charge. For neighbor island orders, mailing cost will be added to invoices as a separate charge.

In the interest of minimizing both purchase order processing and delivery costs, agencies are urged to consolidate on each purchase order as many items from as many price list contracts as possible and to issue those orders as soon as possible. Hawaii Correctional Industries is also the vendor for *SPO PL Contract No. 01-15, Letterhead, Envelopes, and Business Cards*.

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

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

SPO PL CONTRACT NO. 01-21 shall be typed on purchase orders issued against this Price List contract. For pCard purchases, the SPO PL Contract No. 01-21 shall be notated on the appropriate transaction document.

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

Department of Public Safety Hawaii Correctional Industries (HCI)



ADDRESS

Business Address:
99-902 Moanalua Rd.
Aiea, HI 96701

CONTACT INFORMATION

Primary Contact: Fred Mateo

Email: Fred.I.Mateo@hawaii.gov

Direct Line: (808) 485-5173

Fax: (808) 485-3580

All pads are sold in 100 sheets/pad unless otherwise noted.

FAMIS FORMS

Unit Price

SAF A-08	Unrequired Appropriations to be Lapsed, 1/1/00	\$ 5.00/pad
SAF A-19	Request for Allotment, 1/1/00	5.00/pad
SAF A-20	Agency Internal Journal Entry, 3/1/91	4.50/pad
SAF A-21	Request for Transfer of Funds, 1/1/00	4.50/pad
SAF A-27	Journal Voucher, 7/1/89	5.00/pad
SAF A-28	Universal Input Form, 7/1/83	4.50/pad
SAF A-47	Batch Slip, 7/1/83	3.50/pad
SAF A-52	Descriptor Table Maintenance, 7/1/84	4.00/pad
SAF A-54	Vendor Table Maintenance, 9/1/95	3.50/pad
SAF A-71	Report Request Coding Form, 7/1/85	3.50/pad
SAF C-06	Encumbrance Advice, 7/1/83	4.00/pad
SAF C-07	Unrequired Contract Encumbrance Advice, 7/1/87	3.50/pad
SAF C-08	Summary Warrant Voucher (manual), 1/1/93	5.00/pad
SAF C-12	Payment Coding Input-Vendor Code, 1/1/85	4.50/pad
SAF C-13	Payment Coding Input-Vendor Name & Address, 1/1/85	4.50/pad
SAF C-23	Invoice List, 7/1/74	4.00/pad
SAF C-41	Contract Input, 11/1/90	3.50/pad
SAF C-53	Checks Cancelled, 7/1/95	5.00/pad
SAF C-61*	Claim for Lost Check, 7/1/96	3.50/pad
SAF C-62*	Claim for Non-Received Check, 7/1/96	3.50/pad
SAF C-63*	Claim for Void Check, 7/1/96	3.50/pad

*Form dated 9/1/95 may be used until depleted.

BANK FORMS

FHB-SPO	First Hawaiian Bank, Stop Payment Order, 7/99	3.50/pad
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PAYROLL AND OTHER ACCOUNTING FORMS

SAF D-52	Sick Pay Status Change, 7/1/88	3.50/pad
SAF D-83	Payroll Year to Date Adjustment	3.50/pad
SAF D-90	Employee's Designation of Beneficiary, 7/1/02	5.00/pad
SAF C-02	Requisition for Service or Supplies, 7/1/76	3.50/pad
SAF C-30	Assignment of Money by Party to Whom State is Directly Indebted, 7/1/95	4.00/pad
SAF C-31	Monthly Mileage Record for State Owned Vehicles, 1/1/00	4.50/pad
SAF C-32	Personal Automobile Trip Record, 1/1/00	.85/pad
SAF C-33	Personal Automobile Mileage Voucher, 7/1/99	3.50/pad
SAF B-10	Bill for Collection, 1/1/00, white	3.50/pad
	canary	4.00/pad

<u>PERSONNEL FORMS</u>		<u>Unit Price</u>
G-1	Application for Leave of Absence, 5/1/76	4.00/pad
HRD-5	Notification of Personnel Action, singles, 7/86	3.50/pad
HRD-6	Oath of Loyalty, 2/1/82	1.75/pad
HRD-7	Attendance & Leave Record, 6/1/86, 100 shts./pkg., White Green	12.00/pkg. 14.00/pkg.
SF-1	Request for Position Action, 9/98	3.50/pad
	Department Employee of the Year Certificate, 8-1/2" x 11"	.60/sht.
	Certificate of Merit, 8-1/2" x 11"	.60/sht.
	Certificate of Achievement, 8-1/2" x 11"	.60/sht.
	Sustained Superior Performance Certificate, 8-1/2" x 11"	.60/sht.
	Special Service Award, 8-1/2" x 11"	.60/sht.
	Certificate of Service, Blank with Gold Foil Hawaii State Seal Only, 8-1/2" x 11"	.40/sht.
<u>MISCELLANEOUS FORMS</u>		
	Telephone Message Pad, "While You Were Out", 4-1/4" x 5-1/2", 100 sheets/pad (color may vary)	.90/pad