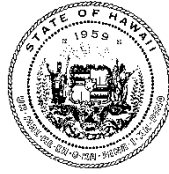


DAVID Y. IGE  
GOVERNOR



SARAH ALLEN  
ADMINISTRATOR  
BONNIE KAHAKUI  
ASSISTANT ADMINISTRATOR

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Tel: (808) 587-4700  
email: [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)  
<http://spo.hawaii.gov>  
Twitter: [@hawaiispo](https://twitter.com/hawaiispo)

August 19, 2019

TO: Executive Departments/Agencies (Excludes Department of Education [DOE], Office of Hawaiian Affairs [OHA] and University of Hawaii [UH])  
Hawaii Health Systems Corporation  
Judiciary

FROM: For Sarah Allen, Administrator *Bonnie A. Kahakui*

SUBJECT: **Change No. 3**  
SPO Price List Contract No. 16-02  
**CRYSTALLITE WINDOW ENVELOPES – STATEWIDE**  
IFB-16-002-SW  
**Order Deadline Date: October 15, 2019**

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

1. The contract is extended for calendar year 2020.
2. The contractor's name is amended to Cenveo Worldwide Limited.
3. The contractor's remittance address is revised.
4. The prices for Crystallite Window Envelopes are increased by less than 1%.

The current price list contract incorporating Change No. 3 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](mailto:careyann.r.sasaki@hawaii.gov).

## WHERE TO FIND:

Participating Jurisdictions.....	1
Points of Contact.....	2
Nonprofit Organizations.....	2
Contractor .....	2
Vendor Codes .....	3
Compliance .....	3
Purchasing Card .....	3
Purchase Orders .....	3
Payments .....	3
Vendor and Product Evaluation .....	3
Ordering Instructions .....	3
Price List. ....	5
Agency Requirements and Delivery Schedule. ....	6

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Price List Contract No. 16-02**

Includes Change No. 3

Effective: 08/20/2019

**CRYSTALLITE WINDOW ENVELOPES - STATEWIDE**

(IFB-16-002-SW)

Requirements for Calendar Year 2020

**ORDER DEADLINE DATE: OCTOBER 15, 2019**

**PARTICIPATING JURISDICTIONS** listed below have signed a cooperative agreement with the SPO and are required to utilize this price list contract.

- Executive Departments/Agencies (Excludes Department of Education [DOE], Office of Hawaiian Affairs [OHA] and University of Hawaii [UH])
- 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 15, 2019 for calendar year 2020, 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 15, 2019 for calendar year 2020. 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	<a href="mailto:careyann.r.sasaki@hawaii.gov">careyann.r.sasaki@hawaii.gov</a>
HHSC	Jeff Dansdill	657-3721		<a href="mailto:jedansdill@hpsc.org">jedansdill@hpsc.org</a>
Judiciary	Tritia Cruz	538-5805	538-5802	<a href="mailto:tritia.l.cruz@courts.hawaii.gov">tritia.l.cruz@courts.hawaii.gov</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 list Contractor(s).

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

**Cenveo Worldwide Limited**

Business Address:

91-280 Hanua Street  
Kapolei, HI 96707

Contact Person:

Diane Saki  
Phone: (808) 682-3055 x3  
Direct Phone: (808) 729-9564  
Mobile Phone: (808) 225-6555  
Fax: (808) 682-3855  
Email: [diane.saki@cenveo.com](mailto:diane.saki@cenveo.com)

Remittance Address:

PO Box 74007456  
Chicago, IL 60674-7456

**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 transactions made on the islands of Oahu and Kauai, 4.25% for transactions made on the island of Hawaii, and 4% for transactions made on the islands of Maui, 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 15, 2019 for calendar year 2020. 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.

PRICE LIST

<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	\$ 31.74 /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	\$ 33.36 /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	\$ 31.74 /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	\$ 33.36 /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	\$ 31.74 /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	\$ 35.14 /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	\$ 31.88 /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	\$ 31.74 /M

Calendar Year 2020

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: Rachel Takasaki	1151 Punchbowl St., Room 324 Honolulu, HI 96813	1/2/2020	x		100,000								
			4/1/2020	x		100,000								
			7/1/2020	x		50,000								
			10/1/2020	x		100,000								
DAGS	Administrative Services Office Attn: Lisa Quibelan	1151 Punchbowl St., Room 414 Honolulu, HI 96813	1/15/2020	x		1,000								
DAGS	Automotive Management Division Attn: Larissa Ho	869-A Punchbowl Street Honolulu, HI 96813	1/6/2020	x	12,500									
DAGS	Elections Attn: Sheri-Ann Longoria	802 Lehua Ave., Pearl City, HI 96782	7/1/2020	x		5,000								
DAGS	Risk Management Office Attn: Tracy S. Kitaoka	1151 Punchbowl St., Room 422 Honolulu, HI 96813	1/2/2020	x	3,000									
B&F	Hawaii Employer-Union Health Benefits Trust Fund (EUTF) Attn: Lynn D. Bautista	201 Merchant St., Suite 1700 Honolulu, HI 96813	1/2/2020	x	19,000									
			4/1/2020	x	19,000									
			7/1/2020	x	19,000									
			10/1/2020	x	16,000									
B&F	Hawaii Employer-Union Health Benefits Trust Fund (EUTF) Attn: Lynn D. Bautista	201 Merchant St., Suite 1700 Honolulu, HI 96813	1/2/2020	x			2,500							
			4/1/2020	x			2,500							
			7/1/2020	x			2,500							
			10/1/2020	x			2,500							
DBEDT	Administrative Services Office/ Fiscal Attn: Linda Tanna	250 S. Hotel Street, Room 448 Honolulu, HI 96814	1/2/2020	x		500								
DCCA	Business Registration Attn: Kahala Vinoya	335 Merchant St., Room 203 Honolulu, HI 96813			0									
DOH	Administrative Services Office Attn: Martina Feliciano	1251 Punchbowl St., Room 307 Honolulu, HI 96813	1/2/2020	x		500								
DOH	Adult Mental Health Division Attn: Nelson Ching	1250 Punchbowl St., Room 256 Honolulu, HI 96813	10/1/2020	x		2,000								



Calendar Year 2020

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		
DOH	Alcohol & Drug Abuse Division Attn: Esteban Villarino	601 Kamokila Blvd., Room 360 Kapolei, HI 96707		x	0									
DOH	Environmental Management Division Wastewater Branch Attn: Robin Shiroma	919 Ala Moana Blvd., Room 309 Honolulu, HI 96814	1/2/2020	x	1,000									
DOH	Emergency Medical Services & IP System Branch Attn: Andrea Chow	3650 Maunalei Ave., Honolulu, HI 96816	8/3/2020	x		500								
DHS	FMO/Money Payment Attn: Maureen Hanakahi	Cardinal Presort Services Ltd. 197 Sand Island Rd., Unit A, Honolulu, HI 96819 ph: 841-7253	1/3/2020							25,000				
			7/3/2020							25,000				
DHS	FMO/Money Payment Attn: Maureen B. Hanakahi	Cardinal Presort Services Ltd. 197 Sand Island Rd., Unit A, Honolulu, HI 96819 ph: 841-7253	1/3/2020									200,000		
			2/8/2020									200,000		
			3/7/2020										200,000	
			4/5/2020										200,000	
			5/10/2020										150,000	
			6/7/2020										200,000	
			7/5/2020										200,000	
			8/9/2020										200,000	
			9/6/2020										150,000	
			10/4/2020										200,000	
11/8/2020										200,000				
12/6/2020										150,000				
DLIR	Unemployment Insurance Attn: Cindy Yoshida	830 Punchbowl St., Room 105 Honolulu, HI 96813	1/10/2020	x									200,000	
DLIR	Unemployment Insurance Honolulu Claims Office Attn: Cindy Yoshida	830 Punchbowl St., Room 325 Honolulu, HI 96813	1/15/2020	x	50,000									
DLIR	Unemployment Insurance Employer Services Section Attn: Cindy Yoshida	830 Punchbowl St., Room 325 Honolulu, HI 96813	1/15/2020	x	62,500									
DLIR	Unemployment Insurance Benefit Processing and Control Section Attn: Cindy Yoshida	830 Punchbowl St., Room 325 Honolulu, HI 96813	1/15/2020	x	7,500									
DLIR	Unemployment Insurance Quarterly Wage Sub-Unit Attn: Cindy Yoshida	830 Punchbowl St., Room 325 Honolulu, HI 96813		x	0									

Calendar Year 2020

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	
DLIR	Administrative Services Office/State Attn: Francis Kagawa	830 Punchbowl St., Room 309 Honolulu, HI 96813	1/2/2020	x		1,500							
DLIR	Administrative Services Office/Federal Attn: Norman Ahu	830 Punchbowl St., Room 309 Honolulu, HI 96813	1/2/2020	x		500							
DLNR	Administrative Services Office Attn: Jean Daguio	1151 Punchbowl St., Room 110 Honolulu, HI 96813	1/2/2020	x		5,000							
DLNR	Boating & Ocean Recreation Attn: Joy Tsuchiyama	4 Sand Island Access Rd., Honolulu, HI 96819	1/2/2020	x	26,000								
DLNR	Boating & Ocean Recreation Attn: Joy Tsuchiyama	4 Sand Island Access Rd., Honolulu, HI 96819	1/2/2020	x		2,000							
PSD	Fiscal Office Attn: Emily Matsumoto	919 Ala Moana Blvd., Room 402 Honolulu, HI 96814	2/1/2020	x		500							
PSD	Training & Staff Development Attn: Blanche Isaki	801 Dillingham Blvd., #200 2nd Floor Honolulu, HI 96817	1/2/2020	x	500								
PSD	Training & Staff Development Attn: Blanche Isaki	801 Dillingham Blvd., 2nd Floor Honolulu, HI 96817				0							
DoTAX	Administrative Services Office Attn: Leslie Inouye	830 Punchbowl St., Room 217 Honolulu, HI 96813				0							
DOT	Airports Attn: Cora Redor and Maria Honoria Eillen A. Castillo	Honolulu International Airport 400 Rodgers Blvd., Suite 700 Honolulu, HI 96819	1/2/2020	x		500							
DOT	Airports - VIP Attn: Claudine Kusano	300 Rodgers Blvd., Unit 4 Honolulu, HI 96819	1/6/2020	x	500								
DOT	Administration Attn: Kevin Nako	869 Punchbowl St., Room 402 Honolulu, HI 96813	1/15/2020	x		500							

Calendar Year 2020

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		
DOT	Highways Division Attn: Garreth Chu	869 Punchbowl St., Room 201 Honolulu, HI 96813	1/2/2020	x	1,000									
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	1/2/2020	x	2,000									
JUD	Court Services Judicial Services Branch/Section 2 Attn: Lorelei Kim	1111 Alakea St., 3rd Floor Honolulu, HI 96813	1/2/2020	x	50,000									
JUD	District Court of the First Circuit Fiscal Accounting Attn: Shandell Awai	1111 Alakea St., 4th Floor Honolulu, HI 96813	1/2/2020	x					1,000					
			4/1/2020	x					1,000					
			7/1/2020	x						1,000				
			10/1/2020	x						1,000				
JUD	District Court of the First Circuit Fiscal Purchasing Attn: Andrew Dahlquist	1111 Alakea St., 9th Floor Honolulu, HI 96813		x	0									
JUD	District Court of the First Circuit Fiscal Purchasing Attn: Andrew Dahlquist	1111 Alakea St., 9th Floor Honolulu, HI 96813						0						
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		x	0									
JUD	Ewa District Court Attn: Karen Suzuki	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: Reinalda Trinidad	4675 Kapolei Pkwy., Kapolei, HI 96707		x		0								

Calendar Year 2020

Note: Proofs are required for all envelopes requiring printing. Vendor shall submit proofs for approval to agency prior to final printing.

<b>IMPORTANT NOTE: QUANTITIES GIVEN ARE MINIMUM ESTIMATES. AGENCIES NOT LISTED WILL BE ALLOWED TO PLACE ORDERS</b>													
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	
JUD	First Circuit Court Fiscal Office Attn: Sandy Togawa	777 Punchbowl St., 1st Floor Honolulu, HI 96813	1/2/2020	x		1,500							
JUD	Fifth Circuit Court, Adult Client Probation Services Attn: Jacqueline Raquel	3970 Kaana St., Suite 304 Lihue, HI 96766	1/15/2020	x	0								
JUD	Fifth Judicial Circuit, Traffic Attn: Shirley Moriguchi	3970 Kaana St., Suite 206 Lihue, HI 96766	1/2/2020	x	0								
JUD	Fifth Judicial Circuit Court Support Services Attn: Shirley Moriguchi	3970 Kaana St., Suite 205 Lihue, HI 96766	1/2/2020	x	1,000								
JUD	Fifth Judicial Circuit Fiscal Division Attn: Shirley Moriguchi	3970 Kaana St., Suite 205 Lihue, HI 96766	1/2/2020	x	1,000								
JUD	Fifth Judicial Circuit Fiscal Division Attn: Shirley Moriguchi	3970 Kaana St., Suite 205 Lihue, HI 96766	1/2/2020	x					1,000				
<b>TOTALS BY ITEM NO.</b>						<b>291,500</b>	<b>271,500</b>	<b>10,000</b>	<b>0</b>	<b>5,000</b>	<b>50,000</b>	<b>2,250,000</b>	<b>200,000</b>
* Delivery Address may differ from Billing Address													