

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) 586-0554
email: state.procurement.office@hawaii.gov
<http://spo.hawaii.gov>
Twitter: [@hawaiispo](https://twitter.com/hawaiispo)

May 7, 2019

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

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

SUBJECT: **Change No. 1**
SPO Price List Contract No. 19-01
**VARIOUS STATE FORMS AND NON-PRINTED CARBONLESS PAPER-
STATEWIDE**
IFB 19-001-SW
Order Deadline Date: May 14, 2019

The following change is made to the price list contract:

- Pacific Business Forms, Inc. is the awarded contractor for Group C – Non-Printed Carbonless Paper. The order deadline for Group C -Non-Printed Carbonless Paper is May 14, 2019. Please refer to Use of the Price List Contract on page 2 for more information.

The current price list contract incorporating Change No. 1 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* 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. 19-01
Replaces SPO PL Contract No. 18-01
Effective: 5/7/2019

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

(IFB-19-001-SW)

Requirements for Calendar Year 2019

ORDER DEADLINE DATE: MAY 14, 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
Hawaii Health Systems Corporation
Office of Hawaiian Affairs
House of Representatives
Senate
Judiciary

USE OF THE PRICE LIST CONTRACT. Per Requirements Circular No. C19-01 dated September 28, 2018, 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 May 14, 2019, 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 Attachment 2 – Agency Requirements represent a firm amount and shall not increase or decrease their orders. The State shall order the exact amount listed on the Agency Requirements for Group C – Non-Printed Carbonless Paper at the prices quoted for this solicitation and the orders shall be placed with the Contractor by May 14, 2019. Agencies not listed on the attached Attachment 2 – Agency Requirements are **not allowed** to order forms from 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
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

CONTRACTOR. Pacific Business Forms, Inc. is authorized to provide Various State Forms and Non-Printed Carbonless Paper for Group A – Standard Snap-Out Forms, Group B – SAF C-03 Requisition and PO Form, and Group C – Non-Printed Carbonless Paper to the State of Hawaii.

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. 19-01. *No further compliance verification is required prior to issuing a contract, purchase order of pard 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. 19-01 will be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 19-01 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.

CONTRACTOR INFORMATION

Contractor:	Pacific Business Forms, Inc.	
Contact Information:	Name:	Jon Vasquez
	Phone:	(808) 597-1717, ex 31
	Fax:	(877) 837-1469
	E-mail:	pacificbf@gosafeguard.com
Correspondence & Remittance Address:	Pacific Business Forms, Inc. 2958 Ualena Street, Suite A Honolulu, HI 96819	

MINIMUM ORDERS REQUIREMENTS

Group C – Non-Printed Carbonless Paper – The minimum order on each order shall be one (1) ream.

ORDERING INSTRUCTIONS

ORDERING on a timely basis is the responsibility of each agency. All orders shall be placed with the Contractor by May 14, 2019. **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 delivered by the delivery deadline. At the time of order, agencies are requested to specify the exact delivery address. Agencies shall not issue purchase orders specifying delivery after the delivery deadline date.

Attachment 2 – Agency Requirements list requirements submitted in response to SPO Circular No. C19-01 dated September 28, 2018. The requirements remain firm and shall not be increased or decreased. Agencies not listed on the Group C – Non-Printed Carbonless Paper will not be able to place orders.

UNIT PRICES include delivery to destination and all other costs except the State General Excise Tax (GET), 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. Agencies should check with the contractor(s) if they will be charging the new rates (for islands of Hawaii and Kauai) and agencies are advised to add the tax amount to their purchase order total. GET shall not be applied to delivery charges.

DELIVERIES by the Contractor shall be made on or before June 15, 2019. 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 underruns 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 contractor within five (5) working days from the delivery date.

ATTACHMENT 2-Agency Requirements

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	\$47.17 /ream	Pacific Business Forms, 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	\$47.17 /ream	Pacific Business Forms, Inc.

Packaging: 500 sheets/ream (rm)
 Quantities are based on firm commitments
 Agencies shall order **EXACT** quantity.

CONSOLIDATED REQUIREMENTS
Various State Forms Non-Printed Carbonless Paper
Calendar Year 2019

GROUP C - Non-Printed Carbonless Paper

Island Key
O=Oahu
H=Hawaii
M=Maui
K=Kauai

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

Island	AGENCY / DIVISION / PROGRAM	CONTACT NAME		
O	AG/HCJDC	Marian Arela		2
O	DAGS/ASO- Risk	Lisa Quibelan		2
O	DAGS/ASO- Risk	Tracy Kitaoka		5
O	DAGS/Accounting - Pre-Audit	Lenora Fisher		3
O	DAGS/Automotive Management	Richard Hung		4
O	DAGS/Campaign	Yayoi Tumamao		1
O	DAGS/Stadium	Isabelle Nishimoto		2
O	DHHL/Fiscal Office	Christe Lum		25
O	DHRD/ASO	Lynette Yokoyama		1
O	FMO/ACCTG/PAS II	Phyllis Uyehara		20
O	MQD/FO	Darlene Silva		20
O	DVR/SSB/HOOPONO	Geri Mitomi		2
O	DLIR/ASO/Federal-Fiscal	Leila Shar		9
O	DLIR/UI-Adm	Dulcie Dunaway		2
O	DLIR/OCS	Debby Lee		2
O	DLNR/FISCAL	Linda Wong		20
O	DLNR/DOBOR	Jackie Velasco		9
O	DLNR/BOC	Debbie Chong		10
O	DOA/DOA/FISCAL	Kimberli Hayashi		5
O	Defense/ASO/SFO	Dorothea Cantero		10
O	Health/FHSD/WIC Services Branch	Jesus Lee		2
O	Health/FHSD/CSHNB/EIS	Amy Rivera		6
O	Health/EHA/HEER	Sheryl Kajiyama		1
O	Health/HSB/Business Office	Anthony Fraiola		1
O	DOTAX/ASO	Les Inouye		40
O	JUD/ADMIN/ICRD/SCLL	Kelli Kondo		2
O	JUD/FC1/FISCAL	Reinalda Trinidad		1
O	JUD/DC-Fiscal Purchasing	Pearl Y. Murakami		1
O	JUD/Fiscal Accounting	Shandell Awai		10
O	JUD/ASO	Myrna Fong		4
O	JUD/Supreme Court Law Library	Kelli Kondo		2
M	JUD/FISCAL	Deanna Corden		20
H	THIRD JUDICIAL CIRCUIT	Colin Young		10
K	JUD/FISCAL	Shirely Moriguchi		12
O	HSPLS/ASB	Sonia Mejes		10
O	PSD/SD - Admin	Hoku Kailio		3
O	PSD/OCCC	Nyrie Salcedo		1
O	PSD/HCF	Theo Leatumauga		1
H	PSD/HCCC	Tessie Brown		2
O	DOT/Harbors/Fiscal	Aurora Bigelow		2
GROUP C - Total by Island:				
		Oahu	234	14
		Hawaii	12	0
		Maui	20	0
		Kauai	12	0
GROUP C - TOTAL ALL ISLANDS			278	14

Reams