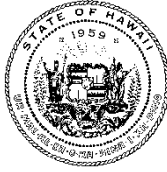


DAVID Y. IGE
GOVERNOR



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)

March 4, 2020

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. 2**
SPO Price List Contract No. 19-01
**VARIOUS STATE FORMS AND NON-PRINTED CARBONLESS PAPER-
STATEWIDE**
IFB 19-001-SW
Order Deadline Date: March 11, 2019

This Price List change is Requirements for the Calendar Year 2020. Agencies are advised to thoroughly read the entire contract before contacting the Contractor for orders.

The following changes are made to the price list contract:

1. The contact information for the HHSC is updated.
2. The Unit Prices information on page 4 is updated.
3. The Contractor's information is updated on page 7.

The current price list contract incorporating Change No. 2 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.

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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 19-01
Replaces SPO PL Contract No. 18-01
Effective: 3/4/2020

THIS SPO PRICE LIST CONTRACT IS FOR AUTHORIZED BUSINESS ONLY

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

(IFB-19-001-SW)

Requirements for Calendar Year 2020

ORDER DEADLINE DATE: MARCH 11, 2020

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

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	Joe Evanoff	315-7449		jevanoff@hhsc.org

Jurisdiction	Name	Phone	Fax	E-mail
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 and Non-Printed Carbonless Paper to the State of Hawaii.

UNIT PRICES include delivery to destination and all other costs except the State General Excise Tax (GET). State General Excise Tax (GET) and County Surcharge shall not exceed the following rates if the seller elects to pass on the charges to its customers. The GET is not applied to shipping or delivery charges.

County	County Surcharge Tax Rate	State GET	Max Pass-On Tax Rate	Expiration of Surcharge Tax Rate
C&C of Honolulu	0.50%	4.0%	4.7120%	12/31/2030
Hawaii	0.55%	4.0%	4.7120%	12/31/2030
County of Maui (including Molokai & Lanai)	0.0%	4.0%	4.1666%	No county surcharge
Kauai	0.50%	4.0%	4.712%	12/31/2030

The GET or use tax and county surcharge may be added to the invoice as a separate line item and shall not exceed the current max pass-on tax rate(s) for each island.

County surcharges on State General Excise (GE) tax or Use Tax may be visibly passed on but are not required. For more information on county surcharges and the max pass-on tax rate, please visit the Department of Taxation's website at <http://tax.hawaii.gov/geninfo/countysurcharge>.

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 OF FORMS. Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the contractor within five (5) business days from the delivery date.

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 or 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.

HOW TO USE THIS PRICE LIST CONTRACT

Per Requirements Circular No. C20-01 dated January 29, 2020, 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 March 10, 2020, 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. The State reserves the right to purchase larger quantities for Group A – Various Standard Snap-Out Forms and Group B – Requisition and PO forms only at the prices quoted for this solicitation and the orders shall be placed with the Contractor by March 11, 2020.

Agencies not listed on the attached Attachment 2 – Agency Requirements are **not allowed** to order forms from Group C – Non-Printed Carbonless Paper.

Deliveries by the Contractor shall be made on or before May 15, 2020. The exact delivery address shall be provided by the individual agency when placing an order. If the delivery address is not indicated on order, the Contractor shall contact the appropriate agency, prior to shipment and coordinate delivery arrangements.

A copy of the invoice will be included with the order at the time of delivery. If the order is delivered by a freight company, the invoice will be included with the order. If Pacific Business Forms, Inc. delivers the order, a hard copy will be hand-delivered at the time of delivery. Please be sure to keep invoices as additional copies will not be provided.

CONTRACTOR INFORMATION

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

ORDERING INSTRUCTIONS

Ordering on a timely basis is the responsibility of each agency.

1. All orders shall be placed with the Contractor by March 11, 2020. **The Contractor is not obligated to accept any orders received after the deadline date.**
2. Have a Purchase Order or the pCard Authorization Form at the time of placing the order. The pCard Authorization Form can be found at <http://spo.hawaii.gov/all-forms/>. Search for SPO-010B.
3. 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.

GROUP A - VARIOUS STANDARD SNAP-OUT FORMS

Item No.	Form No.	Title	Unit Price		Vendor
1	SAF B-14	Treasury Deposit Receipt (cont), 4-part	\$57.93	/pack	Pacific Business Forms, Inc.
2a	SAF B-24	Official Receipt Book, 2-parts (50 sets/book)	\$11.35	/book	Pacific Business Forms, Inc.
2b	SAF B-24	Official Receipt Book, 3-parts (50 sets/book)	\$7.97	/book	Pacific Business Forms, Inc.
2c	SAF B-24	Official Receipt Book, 4-parts (50 sets/book)	\$16.20	/book	Pacific Business Forms, Inc.
3	SAF C-04	Requisition and Purchase Order, Continuation, (2nd page), 7-part	\$289.80	/pack	Pacific Business Forms, Inc.
4a	SAF D-55	Individual Time Sheet, 3-part	\$16.01	/pack	Pacific Business Forms, Inc.
4b	SAF D-55	Individual Time Sheet, 4-part	\$18.57	/pack	Pacific Business Forms, Inc.
5	SAF D-56	Organizational Time Sheet, 3-part	\$86.63	/pack	Pacific Business Forms, Inc.
6	SAF D-60	Salary Assignment/Cancellation, 4-part	\$101.92	/pack	Pacific Business Forms, Inc.
7	SAF D-62	Motor Vehicle Insurance Deduction Authorization, 4-part	\$262.50	/pack	Pacific Business Forms, Inc.
8	SAF D-70	Notification for Payroll Adjustment, 4-part	\$301.04	/pack	Pacific Business Forms, Inc.
9	G-2	Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation, 5-part	\$42.38	/pack	Pacific Business Forms, Inc.
10	HRD-10	Notification of Temporary Assignment, 4-part	\$30.93	/pack	Pacific Business Forms, Inc.
11	HRD-305	Certification Form, 4-part	\$262.50	/pack	Pacific Business Forms, Inc.

Packaging: 100 forms/pack; 50 forms/book

Quantities are firm commitments. Agencies can increase their order quantity.

SAF B-24 Unit Price **does not** include Imprinting & Pre-numbering

GROUP B - SAF C-03 REQUISITION AND PO FORMS

Item No.	Form No.	Title	Unit Price	Vendor
<u>Snap-Out, Single Form, Carbonless</u>				
12	SAF C-03	Requisition & PO, 4-part	\$99.61 /set	Pacific Business Forms, Inc.
13	SAF C-03	Requisition & PO, 5-part	\$44.16 /set	Pacific Business Forms, Inc.
14	SAF C-03	Requisition & PO, 6-part	\$51.35 /set	Pacific Business Forms, Inc.
15	SAF C-03	Requisition & PO, 7-part	\$40.51 /set	Pacific Business Forms, Inc.
<u>Continuous Form, Carbonless</u>				
16	SAF C-03	Requisition & PO, 4-part	\$513.70 /M	Pacific Business Forms, Inc.
17	SAF C-03	Requisition & PO, 5-part	\$502.08 /M	Pacific Business Forms, Inc.
18	SAF C-03	Requisition & PO, 6-part	\$300.51 /M	Pacific Business Forms, Inc.
19	SAF C-03	Requisition & PO, 7-part	\$335.59 /M	Pacific Business Forms, Inc.
<u>Imprinting and Pre-Numbering</u>				
IMPRINTING charge			\$120.00	
PRE-NUMBERING charge			\$30.00	

Packaging: Snap-Out-100 forms/set (st); Continuous: Minimum order is 1000 sets. /M = per thousand
Quantities are firm commitments. Agencies can increase their order quantity.

Agencies are requested to submit Attachment 1 when ordering SAF C-03.

Imprinting and/or pre-numbering charges are a one-time, flat-rate charge. When requesting for imprinting and/or pre-numbering, Agencies must add the applicable amount to their order.

GROUP C - NON-PRINTED CARBONLESS PAPER

Item No.	Description	Unit Bid Price	Vendor
20	Non-Printed Carbonless Paper for printing of form SAF B-13, 8-1/2" x 11", single sheet, canary color, with 2 standard holes drilled at top for filing, compatible with copiers and laser printers	\$49.53 /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	\$49.53 /ream	Pacific Business Forms, Inc.

Packaging: 500 sheets/ream (rm)

Quantities are based on firm commitments. Agencies shall order EXACT quantity.

ATTACHMENT 1: SAF C-03 REQUISITION AND PURCHASE ORDER

Submit this form with your order when ordering SAF C-03.

Form delivery and invoice addresses are provided below:

Delivery Address: _____	Invoice Address: _____
----------------------------	---------------------------

IMPRINTING / PRE-NUMBERING

Complete this section if imprinting/pre-numbering is required

IMPRINTING:

If required on your order, on the form below, type the exact imprinting required. You may request imprinting in any or all of the five (5) numbered areas.

STATE OF HAWAII
REQUISITION & PURCHASE ORDER

Area #1

Area #2

ORGANIZATION

Area #3

FUNCTION AND ACTIVITY

NOTICE TO VENDORS

Conditions of purchase are listed on the back side of this purchase order. Please read carefully. Payments may be delayed if all steps are not followed.

The State of Hawaii is an EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION employer. We encourage the participation of women and minorities in all phases of employment.

PURCHASE
ORDER NO.

Date _____

Deliver Before _____

DELIVERY ADDRESS

Area #4

BILLING ADDRESS

Area #5

QUAN.	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
-------	------	-------------	------------	--------

PRE-NUMBERING:

Pre-numbering shall be in 8 digits (no alpha), including zero's. Numbers can range from 00000001 to 99999999. You may request for pre-numbering in the "PURCHASE ORDER NO." or "REQUISITION NO." sections. If applicable, indicate the beginning and ending numbers in the appropriate spaces below:

Purchase Order No.

Beginning Number _____
Ending Number _____

Requisition No.

Beginning Number _____
Ending Number _____

Duplicate form to order more than one type of purchase order or to order printing/pre-numbering in various combinations.

CONSOLIDATED REQUIREMENTS
Various State Forms Non-Printed Carbonless Paper
Calendar Year 2020

GROUP A - Various Standard Snap-Out Form

Island Key

O=Oahu

L=Lanai

H=Hawaii

V=Various

M=Maui

Bid Item No.

SAF Form No.

No. of Parts:

1	2a	2b	2c	B-24 imprint	B-24 pre-#	3	4a	4b	5	6	7	8	9	10	11
B-14	B-24	B-24	B-24	B-24 imprint	B-24 pre-#	C-04	D-55	D-55	D-56	D-60	D-62	D-70	G-2	HRD-10	HRD-305
4-part	2-part	3-part	4-part			7-part	3-part	4-part	3-part	4-part	4-part	4-part	5-part	4-part	4-part

Island	AGENCY / DIVISION / PROGRAM	CONTACT NAME													
O	ATG/ASO	Kapiolani Teves											6		
O	DAGS / ASO	Lisa Quibelan													
O	DAGS / Accounting / Pre-Audit	Lenora Fisher						2						2	
O	DAGS / Archives	MaryJane Tadena-Hart		10				2						1	
O	DAGS / Automotive Management	Richard Hung			25		X	X		4				4	
O	DAGS / Campaign Spending Commission	Yayoi Tumamao			2										
O	DAGS / Central Services	Zayna Sakuma							15					10	
O	DAGS / Enhanced 911	Brandon Sekiya							1						
O	DAGS / Stadium Authority	Isabelle Nishimoto		8										3	
O	DAGS / SFCA	Susan Naanos							10						
H	DAGS / Hawaii District Office	Sue Nakamura or Audra								5	5			5	
O	DHRD - ASO	Lynette Yokoyama								3				2	
H	DHS/SSD/EHCWSS	Sheryl Medeiros								6					
O	OYS	Rachel Yanos								1					
O	DHS/FMO/Accounting	Phyllis Uyehara			45		X	X							
O	DHS/BEESD/Wahiawa FTW	Lori Kurakake			10										
O	DHS/BEESD/Kailua FTW	Tiana Cachola			25										
K	DHS/BEESD/Kauai	Karen Muraoka							2					1	
H	DHS/BEESD/West Hawaii	Jill Low			8		X	X		2				1	
O	DHS/BEESD/OS2	Olotania Alalamua			10										
O	DHS/BEESD/SB/OS4	Vanessa Murphy			95						1			1	
O	DHS/BEESD/DVR/DDB	Wendy Javillo							10						
O	DHS/BEESD/DVR/OAHU	Areln Ribac			3				8		2	5		8	
O	DHS/BEESD/DVR/SSO	Anita Santiago							1		1			1	
O	DLIR/ESARO	Pamela Toguchi			2			X						3	
O	DOD/ASO/SFO	Dorothea Cantero								18					
O	Health/ASO/Fiscal and Support Services	Iris Quinto								2					
O	Health/FHSD/WIC Branch	Talaleu Kaumaitotoya		3						2					
O	Health/AMHD/HSB	Debbie Tokuda												2	
O	Health/Executive Office on Aging	Josephine Lum							1						
O	CDPHND-Division	Lisa Cabato												2	
O	CDPHPD	Arlene Masulit				5	X	X							
M	CDPHND/HD/KA	Shantel Pu			10									2	
M	CDPHND/HD BRANCH/KCH	Jayne Desamito							2		5			1	3
O	EHA/EMD/SDWB	Mary Cathcart			6			24	X						
O	EHA/EMD/CWB	Maddie Ledda						15	X						
O	EHA/EMD/CAB	Rana Balanay						5	X						
O	EHA/EMD/SHWB	Diane O. Balmilero				20		X							

CONSOLIDATED REQUIREMENTS
Various State Forms Non-Printed Carbonless Paper
Calendar Year 2020

Island Key

O=Oahu
L=Lanai
H=Hawaii
V=Various
M=Maui

Bid Item No.	1	2a	2b	2c			3	4a	4b	5	6	7	8	9	10	11
SAF Form No.	B-14	B-24	B-24	B-24	B-24 imprint	B-24 pre-#	C-04	D-55	D-55	D-56	D-60	D-62	D-70	G-2	HRD-10	HRD-305
No. of Parts:	4-part	2-part	3-part	4-part			7-part	3-part	4-part	3-part	4-part	4-part	4-part	5-part	4-part	4-part

Island	AGENCY / DIVISION / PROGRAM	CONTACT NAME														
H	DOTAX/Administration	Cami Corpuz	14													
O	DOT/HARBORS/Fiscal	Aurora Bigelow							4							
O	DOT/HARBORS/Personnel	Candice Shintani							5						5	
O	DOT/Highways	Mark Villamor									2			2		
K	DOT/Highways	Mark Villamor									1			2		
M	DOT/Highways	Mark Villamor									1					
O	JUD / ADMIN / ITSD	Ni Ho							3							
O	JUD / ADMIN / AD	Ni Ho									1			1		
O	JUD / ADMIN / FSD	Ni Ho												1		
O	JUD / FC1 / FISCAL	Reinalda Trinidad						1								
O	JUD / CIRCUIT COURT / FISCAL	Elsa Ornellas												5		
O	PSD/Health Care	Brandy Rodrigues							38							
O	PSD/Narcotics	Iris Akamine		20												
O	PSD/CPS - Substance Abuse	Karen Corpuz							3					1		
O	PSD/WCF	Kahea Quitog						40								
O	PSD/SD - Airport	Tracy Kobashigawa						48								
O	PSD/ISD	Blanche Isaki							5							
O	PSD/OCCC	Pacita Aquino					4									
H	PSD/HCCC	Tessie Costa			3	3	X	X			100				3	
K	PSD/KCCC	Darlene Agustin			12		X	X								
O	DLNR/STATE PARKS	Piikea Tomczyk							4					1		
O	DLNR/DOCARE	Norine Oyasato							20							
M	DLNR/LAND	Wendee Iwamasa			1											
M	DLNR/KIRC	Matt Hatakeyama													1	
M	DLNR/DOBOR	Cristina Magaoay							5							
O	DLNR/DOFAW	Michelle Del Rosario			1		X	1		1				1		
GROUP A - Total by Island:																
	Oahu	3	44	218	69		7	143	109	2	10	0	0	28	34	0
	Hawaii	14	0	3	11		0	0	13	5	100	0	0	1	8	0
	Maui	0	0	10	1		0	2	5	5	1	0	0	1	6	0
	Kauai	0	0	12	0		0	2	8	0	1	0	0	2	1	0
	Lanai	0	0	0	0		0	0	0	0	0	0	0	0	0	0
	Molokai	0	0	0	0		0	0	0	0	0	0	0	0	0	0
GROUP A - TOTAL ALL ISLANDS		17	44	243	81		7	147	135	12	112	0	0	32	49	0
		pks	bks	bks	bks		pks	pks	pks	pks	pks	pks	pks	pks	pks	pks

The above represents the departments minimum requirements for Snap-out (multiple part) Standard Forms for agencies/divisions/programs on the island(s) specified above.

CONSOLIDATED REQUIREMENTS
Various State Forms Non-Printed Carbonless Paper
Calendar Year 2020

**GROUP B - SAF C-03 Requisition
and PO Form**

GROUP B - SAF C-03 Requisition and PO Form			Bid Item No.	12131415				16171819				est. imprint /pre-# rqmts			
			Part:	PART I: Snap-Out, Single Sets				PART II: Continuous							
			SAF Form No.	C-03 4 part	C-03 5 part	C-03 6 part	C-03 7 part	C-03 4 part	C-03 5 part	C-03 6 part	C-03 7 part	pre-#	imprin		
			No. of Parts:												
Island	AGENCY / DIVISION / PROGRAM	CONTACT NAME													
O	DAGS / Accounting / Pre-Audit	Lenora Fisher		2					1,000				X		
O	DAGS / Automotive Management	Richard Hung													
O	DAGS / Campaign Spending Commission	Yayoi Tumamao		1									X	X	
O	DAGS / Central Services	Zayna Sakuma								1,000			X		
O	DAGS / ETS	Susan Bannister								1,000					
K	DAGS / Kauai District Office	Karene Kawamoto								1,000			X		
O	DHRD - ASO	Lynette Yokoyama		5									X	X	
H	DHS/SSD/EHCWSS	Sheryl Medeiros		20									X	X	
O	AGRICULTURE/ASO/FISCAL	Kimberli Hayashi							3,000						
O	DOD/ASO/SFO	Dorothea Cantero				6									
O	DOT/HARBORS/Fiscal	Aurora Bigelow				10					1,000				
O	PSD/CPS - Substance Abuse	Karen Corpuz										1000	X	X	
H	PSD/HISC	Christine Castillo-Takiue									2000				
O	DLNR/STATE PARKS	Piikea Tomczyk				1									
O	DLNR/AQUATICS	Kelly Yoshizaki									3000				
M	DLNR/KIRC	Matt Hatakeyama				1									
GROUP B - Total by Island			Oahu	0	8	16	1		0	4000	2000	5000			
			Hawaii	0	20	0	0		0	0	0	2000			
			Maui	0	0	0	1		0	0	0	0			
			Kauai	0	0	0	0		0	0	1000	0			
GROUP B - TOTAL ALL ISLANDS				0	28	16	2		0	4000	3000	7000			

The above represents the departments minimum requirements for Snap-out (multiple part) Standard Forms for agencies/divisions/programs on the island(s) specified above.

CONSOLIDATED REQUIREMENTS
Various State Forms Non-Printed Carbonless Paper
Calendar Year 2020

GROUP C - Non-Printed Carbonless Paper

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

Island	AGENCY / DIVISION / PROGRAM	CONTACT NAME		
O	ATG/ASO	Kapiolani Teves	3	
O	ATG/HJCDC	Marian Arela	2	
O	ATG/CJD/MFCU	Kelli Kojima	3	
O	B&F / Administrative & Research Office	Lori Fukuhara	5	
O	B&F / Financial Administration Division	Cathy Young	25	
O	DAGS / Campaign Spending Commission	Yayoi Tumamao	2	
O	DAGS / Central Services	Zayna Sakuma	1	
O	DAGS / Stadium Authority	Isabelle Nishimoto	2	
O	DAGS / SFCA	Susan Naanos	10	
K	DAGS / Kauai District Office	Karene Kawamoto	1	
O	DCCA/ASO/Cashiers	Sherr Amour	20	
O	DHRD - ASO	Lynette Yokoyama	2	
O	DLIR/ASO	Leila Shar	5	
O	AGRICULTURE/ASO/FISCAL	Kimberli Hayashi	5	
O	DOD/ASO/SFO	Dorothea Cantero	10	
O	Health/ASO/Fiscal and Support Services	Iris Quinto	32	
O	Health/FHSD/Early Intervention Section	Amy Rivera	6	
O	Health/EOA	Shannon Chun	2	
O	AMHD/Hawaii State Hospital	Eileen "Joy" Lintao	1	
O	EHA/ERO	Gordon Yamaguchi	3	
M	DOTAX/Compliance	Vincent Isaac	7	
O	DBEDT/HTA	Maile Caravaiho	2	
H	DBEDT/NELHA	Jerrae Miranda	2	
O	DBEDT/ASO/Fiscal	Gwyn Tsuchida	7	
O	DBEDT/HHFDC	Telesia Taupau	5	
O	DOT/Highways	Mark Villamor	12	
O	HSPLS / ASB	Sonia Mejias	25	
O	ADMIN / FSD	Ni Ho	2	
O	ADMIN / SC LAW LIBRARY	Kelli Kondo	1	
O	JUD/ FC1 / FISCAL	Reinalda Trinidad	1	
O	JUD / CIRCUIT COURT / FISCAL	Elsa Ornellas	10	
H	THIRD JUDICIAL CIRCUIT	Colin Young	20	

CONSOLIDATED REQUIREMENTS
Various State Forms Non-Printed Carbonless Paper
Calendar Year 2020

GROUP C - Non-Printed Carbonless Paper

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

Island	AGENCY / DIVISION / PROGRAM	CONTACT NAME		
K	FIFTH JUDICIAL CIRCUIT / FISCAL	Shirely Moriguchi	16	
O	PSD/OCCC	Pacita Aquino	1	
O	PSD/NED	Iris Akamine	1	
O	Health/FHSD/WIC Branch	Talaleu Kaumaitotoya	2	
O	OYS	Rachel Yanos	2	
O	DHS/FMO/Accounting	Phyllis Uyehara	20	
O	Health/FHSD/WIC Branch	Talaleu Kaumaitotoya	2	
O	DOH/EMD/OSWM	Michael Burke	3	
O	DLNR/FISCAL	Linda Wong	10	
O	DLNR/DOBOR	Joy Tsuchiyama	18	
O	DLNR/BOC	Kelsi Nishida	20	
GROUP C - Total by Island:				
			Oahu	283
			Hawaii	22
			Maui	7
			Kauai	17
GROUP C - TOTAL ALL ISLANDS			329	0

reams

The above represents the departments EXACT requirements for Non-Printed Carbonless paper for agencies/divisions/programs on the island(s) specified above.