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December 16, 2021

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

FROM: Bonnie Kahakui, Acting Administrator *Bonnie A. Kahakui*

SUBJECT: **NEW PRICE LIST**
 SPO Price List Contract No. 22-07
 NASPO VALUEPOINT DIGITAL PRINT AND QUICK COPY SERVICES
 RFP Reference No. CT21-13
 Expires: September 30, 2026

The new price list contract for NASPO ValuePoint Digital Print and Quick Copy Services is effective December 16, 2021.

The current price list contract incorporating is available on the SPO website:
<http://spo.hawaii.gov>. Click on *Price & Vendor Lists Contracts* on the home page.

If you have any questions, please contact Matthew Chow at (808) 586-0577, or matthew.m.chow@hawaii.gov.

WHERE TO FIND

Information on NASPO	3
Participating Jurisdictions	4
Points of Contact	4-5
Nonprofit, Contractors, Vendor Codes, Compliance, PCard	5-6
Purchase Orders, GET, Payments, Lease Agreements	6
Vendor and Product Evaluation	6
Emergency Purchase	7
Shipping and Delivery	7
Excluded Items	7
Definitions	7-8
Agency Instructions	9-10
Contractor's Information	
American Business Forms Inc	12

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 22-07
Effective: 12/16/2021

THIS CONTRACT IS FOR AUTHORIZED BUSINESS USE ONLY

**NASPO VALUEPOINT
Digital Print and Quick Copy Services**
(RFP Reference No. CT21-13)
December 16, 2021 to September 30, 2026

INFORMATION ON NASPO VALUEPOINT

The NASPO ValuePoint Cooperative Purchasing Organization is a multi-state contracting consortium of state governments, including local governments, of which the State of Hawaii is a member. NASPO ValuePoint Purchasing Organization seeks to achieve price discounts by combining the requirements of multi-state governmental agencies, and cost-effective and efficient acquisition of quality products and services.

The State of Washington is the current lead agency and contract administrator for the NASPO ValuePoint Digital Print and Quick Copy Services. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization and contracts were awarded to two qualified Contractors.

The purpose of this contract is to provide digital print and quick copying services such as black and white copies; color copies; binding; envelope; lamination services; oversize copies; file copying; transparencies; optional binding and business cards.

For additional information on this contract, visit the NASPO ValuePoint website at <https://www.naspovaluepoint.org/portfolio/digital-print-quick-copy-services/>.



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

Executive Departments/Agencies	City and County of Honolulu
Department of Education	Honolulu City Council
Hawaii Health Systems Corporation	Honolulu Board of Water Supply
Office of Hawaiian Affairs	Honolulu Authority for Rapid Transportation
University of Hawaii	County of Hawaii
Public Charter School Commission and Schools	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

The participating jurisdictions are not required but may purchase from this price list contract, and requests for exception from the contract are not required. Participating jurisdictions can purchase from other contractors; however, HRS chapter 103D, and the procurement rules apply to purchases by using the applicable method of procurement and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources is at the discretion of the participating jurisdiction.

POINT 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	Telephone	Fax	E-mail
Executive	Matthew Chow	586-0577	586-0570	matthew.m.chow@hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	G-OFS-DOE-Procurement@k12.hi.us
HHSC	Nancy Delima	359-0994		ndelima@hhsc.org
OHA	Christopher Stanley	594-1833	594-1865	chriss@oha.org
UH	Karlee Hisashima	956-8687	956-2093	karlee@hawaii.edu
Public Charter School Commission and Schools	Danny Vasconcellos	586-3775	586-3776	danny.vasconcellos@spscsc.hawaii.gov
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
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	bfpurchasing@honolulu.gov
Honolulu City Council	Kendall Amazaki, Jr. Nanette Saito	768-5084 768-5085	768-5011	kamazaki@honolulu.gov nsaito@honolulu.gov
Honolulu Board of Water Supply	Procurement Office	748-5071		fn_procurement@hbws.org

Jurisdiction	Name	Telephone	Fax	E-mail
HART	Dean Matro	768-6246		dean.matro@honolulu.gov
County of Hawaii	Diane Nakagawa	961-8440		diane.nakagawa@hawaiicounty.gov
Hawaii County Council	Diane Nakagawa	961-8440		diane.nakagawa@hawaiicounty.gov
County of Hawaii- Department of Water Supply	Ka'iulani L. Matsumoto	961-8050 x224	961-8657	kmatsumoto@hawaii.dws.org
County of Maui	Jared Masuda	463-3816		jared.masuda@co.maui.hi.us
Maui County Council	Marlene Rebugio	270-7838		marlene.rebugio@mauicounty.us
County of Maui- Department of Water Supply	Kenneth L. Bissen Holly Perdido	270-7684 270-7684	270-7136	ken.bissen@co.maui.hi.us holly.perdido@co.maui.hi.us
County of Kauai	Ernest Barreira	241-4295	241-6297	ebarreira@kauai.gov
Kauai County Council	Codie Tabalba Scott Sato	241-4193 241-4810	241-6349 241-6349	ctabalba@kauai.gov ssato@kauai.gov
County of Kauai- Department of Water	Marcelino Soliz	245-5470	241-5813	msoliz@kauaiwater.org

USE OF PRICE & VENDOR LIST CONTRACTS 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 & vendor lists 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 wish to purchase from a SPO price or vendor list contract, the nonprofit must obtain approval from each Contractor, i.e., participation must be mutually agreed upon. A Contractor may choose to deny participation by a nonprofit. Provided, 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 a SPO price or vendor list Contractor(s).

CONTRACTORS. The authorized contractors are listed in this price list contract. They have signed a Master Agreement with the State of Washington and a Participating Addendum with the Hawaii State Procurement Office.

- American Business Forms Inc

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 List Contract No. 22-07. *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 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 \$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 charge its customers a transaction fee for the usage.

SPO PL CONTRACT NO. 22-07 & NASPO VALUEPOINT MASTER AGREEMENT NUMBER shall be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 22-07 and the NASPO ValuePoint Master Agreement Number shall be notated on the appropriate transaction document.

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	0.50%	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%	4.7120%	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>.

PAYMENTS are to be made to the Contractor(s) remittance address. HRS §103-10 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.

If purchasing agency fails to make timely payment(s), Contractor may invoice purchasing agency in the amount of one percent (1%) per month on the amount overdue or a minimum of \$1. Payment will not be considered late if a check or warrant is mailed within the time specified.

LEASE AGREEMENTS are not allowed under this contract.

VENDOR AND PRODUCT EVALUATION form, SPO-012, for the purpose of addressing concerns on this vendor 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.

EMERGENCY PURCHASE. The FEMA special provisions have been added to the contract to allow departments/agencies to make purchases during a declared disaster and seek FEMA reimbursement during a declared emergency. For more information, please visit: <https://spo.hawaii.gov/for-state-county-personnel/disaster-preparedness-procurement/fema-reimbursement/>

The following Contractors have agreed to the FEMA special provisions:

- American Business Forms Inc

SHIPPING AND DELIVERY. The prices are the delivered price to any department. All deliveries shall be F.O.B. destination, freight pre-paid, with all transportation and handling charges paid by the Contractor. Responsibility and liability for loss or damage shall remain the Contractor's until final inspection and acceptance when responsibility shall pass to the department. Responsibility and liability for loss or damage shall remain the Contractor's until final inspection and acceptance. The minimum amount, if any, will be found in the special terms and conditions. Any order for less than the specified amount is to be shipped with the freight prepaid and added as a separate item on the invoice. Any portion of an order to be shipped without transportation charges that is back ordered shall be shipped without charge.

EXCLUDED ITEMS:

- Office supplies
- Large format exceeding 24 x36, offset and web printing
- Graphic design

DEFINITIONS

- "All Types" refers to opaque and text & cover.
- "Coated Cover" means all matte, dull, satin, or gloss coated cover stock of any color.
- "Color Copies" means digital or analog photocopies using CMYK toner on paper.
- "File Copying" means photocopying services that require more labor to produce than standard black and white photocopies.
- "Grade A Litigation Standard" means originals are rubber banded sections or loose documents of straight copy. Originals are one sided, in excellent condition, and on the same size paper with no staples, clips, or folder tabs.
- "Grade B Litigation Light" means originals consist of large stapled or clipped sections. Occasional small section of stapled or clipped documents may be mixed in, but not to the extent of slowing down copy output. All two sided work that would otherwise be Grade A copying is included in this category, even if it is straight copy.
- "Grade C Litigation Medium" means originals are mainly composed of stapled or clipped sections of letter and legal size, with generally no fewer than five or six pages per staple or clip. This grade also includes binders that require removal or reinsertion of pages. If more than three copies of this grade of job are requested on an order, the job must be charged at Grade B.
- "Grade D Litigation Heavy" means originals are like those described in Grade C, but also include small stapled and clipped sections of five or fewer pages and mixed sizes of originals, such as receipts, envelopes statements, etc. Originals may have multiple sticky notes to be removed and replaced. These additional variables require more handling and organization, which lowers the number of copies per hour that can be produced.
- "Grade E Glass Work" means originals require greater than 50% hand placement on glass, such as receipts, statements, checks, envelopes, and odd sized originals, or are of extremely

poor quality that require extensive handling on a page-by-page basis. If more than three copies of this grade of job are requested on an order, the job must be charged at Grade D.

- “Inline” means binding or other finishing performed automatically by a printing device as the document is copied.
- “Side Stitch” means stapling a document twice at the left edge.
- “Transparencies” means photocopies in either black or CYMK toner on a clear plastic substrate.
- “Uncoated Cover” means all uncoated cover stock including all colors and finished of cover weight paper, including smooth, vellum, felt, linen, and laid.
- “Uncoated Text” means all uncoated text and book stock including resume paper and astrobrights text.

AGENCY INSTRUCTIONS FOR PRICE QUOTES

1. Agency shall submit the follow information at minimum:
 - a. The services or supplies being delivered
 - b. The place and requested time of delivery
 - c. Billing Address
 - d. The name, phone number, and address of the department
 - e. The price per hour or other pricing elements consistent with this Master Agreement
 - f. A ceiling amount of the order for services being ordered
 - g. The Master Agreement Number (see Contractor Page)
 - h. Submit print ready files or request document preparation assistance
 - i. Date/time needed
2. Contractor shall provide department by next business day to confirm specifications of the order and estimated delivery times. Jobs will be completed within time frame that is mutually agreed upon deadlines set
3. Department has the right to inspect services provided at all reasonable times and places.
4. Department shall report any issues to Contractor within two (2) business days for acceptance which includes but not limited to incorrect quantities, product, random copies not meeting specifications, damaged in shipping, damaged edges, excess glue, missing pages, damaged covers, trim size, loose covers, pages, and binding, upside down covers or pages, and color match discrepancies. Department may require Contractor to perform again in conformity with order requirements, without additional payment.

If defects in the quality or quantity of service cannot be corrected by re-performance, department may

- a. Require Contractor to take necessary action to ensure that future performance conforms to order requirements.
 - b. Equitable reduce the payment due Contractor to reflect the reduced value of the services performed.
 - c. Department shall be the sole judge determining “equals” with regard to quality, price, and performance. Department may refuse payment on Contractor invoices for jobs that do not meet submitted criteria.
 - d. All products delivered in poor condition or not ordered may, be returned to the Contractor at Contractor’s expense within thirty (30) days. Credit for returned goods must be made immediately.
5. Personnel conducting or participating in utilizing Price List Contract No. 22-07 is responsible to complete form SPO-010, *Record of Procurement*.
 6. If award is not made to the lowest responsive, responsible bidder, written justification is explained in Part D.
 7. The completed Form SPO-010 is stored in the agency’s procurement/contract file.

CONSIDERATION OF QUOTES. Agencies shall consider all responsive and responsible quotes received. An award shall be made to the authorized Contractor or authorized reseller based on lowest price. If the lowest price does not meet the agencies specification requirement, the award

may be made to the authorized contractor or authorized reseller whose offer represents the best value to the agency. Best value means the most advantageous offer determined by evaluating and comparing all relevant criteria in addition to price so that the offer meeting the overall combination that best services the agency is selected. These criteria may include, in addition to others, the total cost of ownership, performance, vendor history, quality of goods, services, delivery and proposed technical performance.

CONTRACTORS

CONTACT

INFORMATION



AMERICAN BUSINESS FORMS INC

MASTER AGREEMENT NO. MA3714

To view pricing, go to:

<https://www.naspoaluepoint.org/portfolio/digital-print-quick-copy-services/american-business-solutions-american-business-forms-inc/>

Braxton Yorita, Lynn Nakano, or Caroline Ching

Phone: (808) 200-4295

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Email: NASPOHawaii@americanbus.com

Remit Payment To:

American Solutions for Business

8479 Solution Ctr

Chicago, IL 60677-8004

Vendor Code: 354020-00