

JOSH B. GREEN, M.D.
GOVERNOR
KE KIA'ĀINA



BONNIE KAHAKUI
ACTING ADMINISTRATOR

STATE OF HAWAII
STATE PROCUREMENT OFFICE
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October 6, 2023

TO: Executive Departments/Agencies
Hawaii Health Systems Corporation
Judiciary

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

SUBJECT: **Change No. 1**
SPO Price List Contract No. 23-02
WINDOW ENVELOPES – STATEWIDE
IFB No. 23004
Order Deadline Date: October 13, 2023

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

1. The contract is extended and EMSS, Inc. will provide envelopes for calendar year 2024.
2. The prices of window envelopes are increased 5%.
3. The Purchase Order and pCard language is updated.

Note: Any agency within the above listed jurisdictions (Executive Departments, Hawaii Health Systems Corporation, Judiciary) may order envelopes (Item Nos. A – H) for calendar year 2024 in addition to the Agency Requirements on pages 6 – 9. The agency shall provide EMSS, Inc. with a sample/description of their envelope and specify the amount and delivery details by October 13, 2023.

The price list contract incorporating Change No. 1 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.

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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 23-02
Replaces SPO PL Contract No. 21-03
Effective: 10/06/2023

THIS SPO PRICE LIST CONTRACT IS FOR AUTHORIZED BUSINESS USE ONLY.

WINDOW ENVELOPES - STATEWIDE

(IFB No. 23004)

Requirements for Calendar Years 2024

ORDER DEADLINE DATE: OCTOBER 13, 2023

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 System Corporation (HHSC)
Judiciary

USE OF THE PRICE LIST CONTRACT. Per Requirements Circular No. C22-01 dated April 25, 2022, the jurisdiction quantity requirements were submitted in response to this circular and are firm commitments to purchase 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 13, 2023, for calendar year 2024, 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 13, 2023, for calendar year 2024. All Executive, HHSC, and Judiciary Agencies not listed in the attached Agency Requirements are also 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	careyann.r.sasaki@hawaii.gov
HHSC	Nancy Delima	359-0994		ndelima@hhsc.org
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov

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 Window Envelopes to the State of Hawaii.

EMSS, Inc.

Business Address:
98-746 Kuahao Place
Pearl City, HI 96782

Contact Person:
Kyle Hashimoto
Phone: (808) 836-3775 x227
Mobile Phone: (808) 258-7083
Fax: (808) 836-4696
Email: kyle@emsshi.com

Remittance Address:
Same as business address

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. 23-02. *No further compliance verification is required prior to issuing a 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.

Note: Vendors may impose a transaction fee, not to exceed 4%, for pCard transactions.

PURCHASE ORDERS may be issued for purchases \$2,500 or more and for Contractors who either do not accept the pCard or set minimum order requirements before accepting the pCard.

SPO PL CONTRACT NO. 23-02 will be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 23-02 shall be notated on the appropriate transaction document.

STATE GENERAL EXCISE TAX (GET) AND COUNTY SURCHARGE shall not exceed the following rates if seller elects to pass on the charges to its customers.

COUNTY	COUNTY SURCHARGE TAX RATE	STATE GET	MAX PASS-ON TAX RATE	EXPIRATION DATE 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 and 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 is 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 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.

COMPLIANCE PURSUANT TO HRS §103-53. All state and county contracting officers or agents shall withhold final payment of a contract until the receipt of tax clearances from the director of taxation and the Internal Revenue Service. This section does not apply to contracts of less than \$25,000.

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 except the State General Excise Tax and county surcharge. Agencies are advised to add the tax amount to their purchase order total.

ORDERING on a timely basis is the responsibility of each agency. All orders shall be placed with the Contractor by October 13, 2023, for calendar year 2024. 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 deliver within the required delivery times. Contractor will communicate with agency if there are any issues with delivery and will work with agency on delivery schedule.

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.

<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	\$ 46.07 /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	\$ 77.43 /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	\$ 57.19 /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	\$ 126.83 /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	\$ 67.29 /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	\$ 87.08 /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	\$ 62.68 /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	\$ 62.68 /M

Window Envelopes- Calendar Year 2024

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	Delivery Address*	Delivery Deadline	Return address Print Required	ITEM NO.									
					A	B	C	D	E	F	G	H		
DAGS	Accounting/Pre-Audit Branch	1551 PUNCHBOWL ST., RM 324 HONOLULU, HI 96813	3/1/2024	x	2,500	75,000								
			5/1/2024	x		100,000								
			7/1/2024	x		75,000								
			10/1/2024	x		75,000								
DCCA	ASO	335 MERCHANT ST., ROOM 302	1/1/2024	x		4,000								
DHS	Administrative Appeals Office	1390 MILLER ST., RM 115 HONOLULU, HI 96813	1/8/2024	x	1,000									
DHS	AQCRO/QC HILO	75 AUPUNI ST RM 111 HILO, HI 96720	5/31/2024	x	1,000									
DHS	AQCRO/QC MAUI	54 HIGH ST, RM125 WAILUKU, HI 96793	5/31/2024	x	500									
DHS	AQCRO/QC OAHU	1390 MILLER ST, RM 112 HONOLULU, HI 96813	5/31/2024	x	1,500									
DHS	DVR/SBB - HO'OPONO	1901 BACHELOT ST HONOLULU, HI 96817	1/2/2024		2,000									
DHS	FMO/Accounting/CRS	1390 MILLER ST., RM 107 HONOLULU, HI 96813	1/16/2024	x	2,500						2,500			
DHS	FMO/Money Payment	Cardinal Presort Services Ltd. 197 Sand Island Rd., Unit A, Honolulu, HI 96819 ph: 808-841-7253	1/5/2024							62,500	500			
			2/2/2024								500			
			3/1/2024								500			
			4/5/2024								500			
			5/3/2024								500			
			6/7/2024								500			
			7/5/2024							62,500	500			
			8/2/2024								500			
			9/6/2024								500			
			10/4/2024								500			
			11/1/2024								500			
12/6/2024								500						
DHS	SSD/APCSB/SCPO	1010 Richards St, Ste 614 Honolulu, HI 96813	2/15/2024	x		2,000								
			8/15/2024	x		2,000								

Window Envelopes- Calendar Year 2024

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					A	B	C	D	E	F	G	H	
DHS	SSD/CWSB/OCWSS2	KAKUHIHEWA BUILDING 601 KAMOKILA BLVD RM 135 KAPOLEI, HI 96707	1/5/2024										7,500
DHS	VOCATIONAL REHABILITATION KONA	75-5722 KUKAKINI HWY # 213 KAILUA-KONA, HI 96740	1/2/2024	x	1,000								
DBEDT	Hawaii Housing Finance and Development Corporation	677 QUEEN ST., SUITE 300 HONOLULU, HI 96813	2/15/2023		3,000								
DBEDT	FOREIGN-TRADE ZONE NO 9	521 ALA MOANA BLVD , STE 101 HONOLULU, HI 96813	2/1/2024	x	1,000								
DOTAX	Hawaii Compliance	75 Aupuni Street, Room 101 Hilo, Hawaii 96720	2/1/2024	x	7,500								
DOTAX	Compliance Kauai	3060 EIWA ST., ROOM 105 LIHUE, HI 96766	3/31/2024	x	10,000								
DOH	Office of Health Status Monitoring (OHSM)	1250 PUNCHBOWL ST., ROOM 123, HONOLULU, HI 96813	January	x	150,000								
DOA	Agricultural Resource Management Division	1428 SOUTH KING ST., HONOLULU, HI 96814	2/1/2024	x	12,000								
DLIR	UNEMPLOYMENT INSURANCE/OAHU CLAIMS OFFICE	830 PUNCHBOWL ST., ROOM 110 HONOLULU HI 96813	February	x	12,500								
DLIR	UNEMPLOYMENT INSURANCE/MAUI CLAIMS OFFICE	54 SOUTH HIGH ST., ROOM 201 WAILUKU, HI 96793	February	x	7,500								
DLIR	UNEMPLOYMENT INSURANCE /KAUAI CLAIMS OFFICE	4370 KUKUI GROVE ST., STE 3-214 LIHUE, HI 96766	February	x	7,500								
DLIR	HIOSH	830 PUNCHBOWL ST., ROOM 425 HONOLULU, HI 96813	6/3/2024	x	2,000								

Window Envelopes- Calendar Year 2024

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Dept	Division/Branch/Program	Delivery Address*	Delivery Deadline	Return address Print Required	ITEM NO.								
					A	B	C	D	E	F	G	H	
DLIR	HIOSH Boiler and Elevator Inspection Branch	830 PUNCHBOWL ST., ROOM 425 HONOLULU, HI 96813	5/1/2024	x	3,500								
DLIR	Unemployment Insurance/Hilo Claims Office	1990 KINOOLE ST., ROOM 101 HILO, HI 96720	February	x	7,500								
DLNR	Bureau of Conveyances	1151 Punchbowl Street #121 Honolulu, HI 96813	February	x	2,500								
			June	x	2,500								
			October	x	2,500								
DLNR	Division of State Parks	1151 Punchbowl Street, Room 310 Honolulu, Hawaii 96813	11/1/2024	x	9,000								
DLNR	Division of Boating and Ocean Recreation Attn: Joy Tsuchiyama	74-380 Kealakehe Parkway Kailua- Kona, Hawaii 96740-2704	2/1/2024	x	5,000								
DLNR	Division of Boating and Ocean Recreation Attn: Joy Tsuchiyama	4 SAND ISLAND ACCESS ROAD HONOLULU, HI 96819	2/1/2024	x	32,500	1,000							
JUD	1st Circuit/District Court Ewa Attn: Kirk Klein	870 Fourth St., Pearl City, HI 96782	1/12/2024	x	5,000								
			7/12/2024	x	5,000								
JUD	1st Circuit/Waianae District Court Attn: Joellen Florence	4675 Kapolei Parkway, Kapolei, HI 96707	1/12/2024	x	10,000		10,000						
			7/12/2024	x	10,000		10,000						
JUD	District Court Kaneohe	45939 Pookela Street, Kaneohe, HI 96744	6/1/2024	x	17,500			10,000					
JUD	Wahiawa District Court	1034 Kilani Ave., Wahiawa, HI 96786	1/8/2024	x	10,000								
			7/8/2024	x	10,000								
JUD	District Court of the First Circuit	Traffic Violations Bureau 1111 ALAKEA ST, 2ND FL HONOLULU, HI 96813	1/5/2024	x	25,000								

Window Envelopes- Calendar Year 2024

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				ITEM NO.								
<i>Dept</i>	<i>Division/Branch/Program</i>	<i>Delivery Address*</i>	<i>Delivery Deadline</i>	<i>Return address Print Required</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
JUD	Family Court of the First Circuit	4675 Kapolei Parkway, Kapolei, HI 96707	1/2/2024	x	0	0			0			
JUD	DISTRICT COURT OF THE FIRST CIRCUIT/FISCAL ACCOUNTING	1111 Alakea Street., 4th Floor Honolulu, HI 96813	1/3/2024	x					8,000			
JUD	Fiscal Operations	1111 Alakea Street., 4th Floor Honolulu, HI 96813	1/3/2024	x			3,000					
PSD	HAWAII PAROLING AUTHORITY	1177 Alakea Street, Ground Floor Honolulu, HI 96813	8/17/2024	x	10,000							
TOTALS BY ITEM NO.					392,500	334,000	23,000	0	18,000	125,000	8,500	7,500
* Delivery Address may differ from Billing Address												