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April 9, 2025

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
 House of Representatives Hawaii County Council
 Senate County of Hawaii – Department of Water Supply
 Judiciary County of Maui
 Maui County Council
 County of Maui – Department of Water Supply
 County of Kauai
 Kauai County Council
 County of Kauai – Department of Water

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

SUBJECT: **Change No. 8**
 SPO Price List Contract No. 22-02
 LETTERHEADS, IMPRINTED ENVELOPES, AND BUSINESS CARDS –
 STATEWIDE
 IFB-21-002-SW
 Expires: July 31, 2026

The following changes are made to the price list contract:

1. The contract is extended to July 31, 2026.
2. The point of contact for the Executive Branch is updated.

The price list contract incorporating Change No. 8 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 Donna Tsuruda-Kashiwabara at (808) 586-0565 or donna.tsuruda-kashiwabara@hawaii.gov.

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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 22-02
Includes Change No. 8
Effective: 04/09/2025

THIS SPO PRICE LIST CONTRACT IS FOR AUTHORIZED BUSINESS ONLY

**LETTERHEADS, IMPRINTED ENVELOPES, AND BUSINESS
CARDS - STATEWIDE**

(IFB-21-002-SW)

August 1, 2021 to July 31, 2026

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

| | |
|--|---|
| Executive Departments/Agencies | City and County of Honolulu |
| Department of Education (DOE) | Honolulu City Council |
| Hawaii Health Systems Corporation (HHSC) | Honolulu Board of Water Supply |
| Office of Hawaiian Affairs (OHA) | Honolulu Authority for Rapid Transportation |
| University of Hawaii (UH) | County of Hawaii |
| House of Representatives | Hawaii County Council |
| Senate | County of Hawaii – Department of Water Supply |
| Judiciary | County of Maui |
| | 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 are allowed to purchase from other contractors, however, HRS chapter 103D and the procurement rules apply to purchases using the applicable procurement method and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources will be at the discretion of the participating jurisdiction.

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 | Telephone | FAX | E-mail |
|---|---------------------------|-------------------|----------|--|
| Executive | Donna Tsuruda-Kashiwabara | 586-0565 | 586-0570 | donna.tsuruda-kashiwabara@hawaii.gov |
| DOE (excludes Charter Schools) | Procurement Staff | 675-0130 | 675-0133 | G-OFS-DOE-Procurement@k12.hi.us |
| HHSC | Nancy Delima | 359-0994 | n/a | ndelima@hhsc.org |
| OHA | Christopher Stanley | 594-1833 | 594-1865 | chriss@oha.org |
| UH | Karlee Hisashima | 956-8687 | 956-2093 | karlee@hawaii.edu |
| 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 |
| Honolulu City and County (C&C) | Procurement Specialist | 768-5535 | 768-3299 | bfspurchasing@honolulu.gov |
| Honolulu City Council | Kendall Amazaki, Jr. | 768-5084 | n/a | kamazaki@honolulu.gov |
| Honolulu City Council | Nanette Saito | 768-5085 | 768-5011 | nsaito@honolulu.gov |
| Honolulu Board of Water Supply | Procurement Office | 748-5071 | n/a | fn_procurement@hbws.org |
| HART | Dean Matro | 768-6246 | n/a | dean.matro@honolulu.gov |
| County of Hawaii | Diane Nakagawa | 961-8440 | n/a | Diane.Nakagawa@hawaiicounty.gov |
| Hawaii County Council | Diane Nakagawa | 961-8440 | n/a | Diane.Nakagawa@hawaiicounty.gov |
| County of Hawaii - Department of Water Supply | Ka'iulani L. Matsumoto | 961-8050 ext. 224 | 961-8657 | kmatsumoto@hawaiidws.org |
| County of Maui | Jared Masuda | 463-3816 | n/a | jared.masuda@co.maui.hi.us |
| Maui County Council | Marlene Rebugio | 270-7838 | n/a | marlene.rebugio@mauicounty.us |

| Jurisdiction | Name | Telephone | FAX | E-mail |
|---|-------------------|-----------|----------|--|
| County of Maui - Department of Water Supply | Kenneth L. Bissen | 270-7684 | 270-7136 | ken.bissen@co.maui.hi.us |
| County of Kauai | Ernest Barreira | 241-4295 | 241-6297 | ebarreira@kauai.gov |
| Kauai County Council | Codie Tabalba | 241-4193 | 241-6349 | ctabalba@kauai.gov |
| County of Kauai - Department of Water | Christine Erorita | 245-5409 | 245-5813 | cerorita@kauaiwater.org |

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 Letterheads, Imprinted Envelopes, and Business Cards to the State of Hawaii under SPO PL Contract No. 22-02.

EMSS, 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. 22-02. *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 department/agencies, excluding the 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.

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

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

SPO PL Contract No. 22-02 will be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 22-02 shall be notated on the appropriate transaction document.

UNIT PRICES include delivery to destination and all other costs except the State General Excise Tax (GET). Agencies are advised to add the tax amount to their purchase order total.

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. Payments may also be made via pCard.

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) | 0.50% | 4.0% | 4.7120% | 12/31/2030 |
| 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>.

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 agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

PRICE 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

ORDERING on a timely basis is the responsibility of each agency. Orders shall be issued on an as-needed basis during the price list contract period, and will use either the pCard or purchase order when placing order(s). Contractor is not obligated to accept any order received after the contract expiration date, however, Contractor shall fill timely orders for which delivery may extend beyond the expiration date. Agencies shall not issue purchase orders specifying delivery after the price list contract expiration date.

PRINTING will be in accordance with samples provided by the ordering agency.

PROOFS must be approved by each ordering agency before final run-off. Contractor shall contact each ordering agency to arrange for proof approvals.

DELIVERIES by the contractor shall be delivered to ordering agency within ten (10) working days from receipt of signed approval of the Final Proof.

Contractor shall make shipment to the ordering agency designated on the order. On orders where the delivery address is not stated, the Contractor shall contact the appropriate ordering agency to obtain the delivery address.

All orders shall be shipped the most economical method and price will be all-inclusive.

Agencies are advised to inspect the merchandise delivered. Any products damaged, defective or spoiled will not be accepted by the ordering agencies and the Contractor shall be responsible for replacing them.

Prior to shipment, the Contractor shall contact the appropriate ordering agency to coordinate the delivery arrangements.

Should the contractor fail or delay in the completion of delivery in accordance with the terms of the contract and the State finds it necessary to buy said Letterheads, Imprinted Envelopes, and Business Cards from another supplier at emergency or premium cost, the State shall have the right to assess the entire cost thereof to the Contractor.

EXPEDITED DELIVERY shall be delivered to the ordering agency within five (5) working days from receipt of Final Proof at an additional cost as shown as "Expedited Delivery Charge" in each group on page 6 and 7.

EMSS, INC.

Business Address:

98-746 Kuahao Place
Pearl City, HI 96782

Customer Service

Phone: (808) 836-3775
Fax: (808) 836-4696
Email: info@emsshi.com

Remittance Address:

Same as business address

PRICE LIST

Group A

| Item | Description - Letterheads | Price per 500 |
|----------------------------|---|----------------------|
| A | 8-1/2" X 11", 24 lb., White Wove | <u>\$65.36</u> /box |
| Additional Charges: | | |
| | 8-1/2" X 11", 24 lb., White Wove with State seal with Color ink | <u>\$77.09</u> /box |
| | *Expedited Delivery Charge | <u>\$27.56</u> |

Packaging: 500 Letterheads per box

Group B

| Item | Description - Imprinted Envelopes | Price per 500 | |
|-----------------------------------|--|----------------|-------------|
| B | Size 6-3/4", 3-5/8" x 6-1/2", 24 lb., white wove, gummed top flap opening | <u>\$62.00</u> | <u>/box</u> |
| C | Size 9, 3-7/8" x 8-7/8", 24 lb., white wove, gummed top flap opening | <u>\$75.41</u> | <u>/box</u> |
| D | Size 10, 4-1/8" x 9-1/2", regular, 24 lb., white wove, gummed top flap opening | <u>\$60.33</u> | <u>/box</u> |
| E | Size 10, 4-1/8" x 9-1/2", window, 24 lb., white wove, gummed top flap opening Single window is 1-1/8" x 4-1/2", positioned 1/2" from the bottom and 7/8" from the left edge of the envelope | <u>\$63.68</u> | <u>/box</u> |
| F | Size 10, 4-1/8" x 9-1/2", window, 24 lb., security lined, white wove, gummed top flap opening Single window is 1-1/8" x 4-1/2", positioned 1/2" from the bottom and 7/8" from the left edge of the envelope | <u>\$67.03</u> | <u>/box</u> |
| *Expedited Delivery Charge | | <u>\$27.56</u> | |

Packaging: 500 Imprinted Envelopes per box

Group C

| Item | Description - Business Cards | Price per 250 | | Price per 500 | |
|-----------------------------------|---|----------------|-------------|-----------------|-------------|
| G | Standard Business Card size: 3-1/2" x 2" | <u>\$48.60</u> | <u>/box</u> | <u>\$97.20</u> | <u>/box</u> |
| Additional Charges: | | | | | |
| | Standard Business Card size: 3-1/2" x 2" with State seal with color ink | <u>\$51.95</u> | <u>/box</u> | <u>\$102.22</u> | <u>/box</u> |
| *Expedited Delivery Charge | | | | <u>\$27.56</u> | |

Packaging: 250 Business Cards per box