

If you have any questions, please contact Kelli Nekomoto at (808) 586-0567 or [kelli.r.l.nekomoto@hawaii.gov](mailto:kelli.r.l.nekomoto@hawaii.gov).

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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Price List Contract No. 22-02**

Includes Change No. 9

Effective: 07/18/2025

***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  
Department of Education (DOE)  
Hawaii Health Systems Corporation (HHSC)  
Office of Hawaiian Affairs (OHA)  
University of Hawaii (UH)  
House of Representatives  
Senate  
Judiciary

City and County of Honolulu  
Honolulu City Council  
Honolulu Board of Water Supply  
Honolulu Authority for Rapid Transportation  
County of Hawaii  
Hawaii County Council  
County of Hawaii – Department of Water Supply  
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	Kelli Nekomoto	586-0567	586-0570	<a href="mailto:kelli.r.l.nekomoto@hawaii.gov">kelli.r.l.nekomoto@hawaii.gov</a>

Jurisdiction	Name	Telephone	FAX	E-mail
DOE (excludes Charter Schools)	Procurement Staff	675-0130	675-0133	<a href="mailto:G-OFS-DOE-Procurement@k12.hi.us">G-OFS-DOE-Procurement@k12.hi.us</a>
HHSC	Nancy Delima	359-0994	n/a	<a href="mailto:ndelima@hhsc.org">ndelima@hhsc.org</a>
OHA	Christopher Stanley	594-1833	594-1865	<a href="mailto:chriss@oha.org">chriss@oha.org</a>
University of Hawaii (UH)	Sarah Allen	956-2189	956-2093	<a href="mailto:Sarah-Jane.Allen@hawaii.edu">Sarah-Jane.Allen@hawaii.edu</a>
House	Brian Takeshita	586-6423	586-6401	<a href="mailto:takeshita@capitol.hawaii.gov">takeshita@capitol.hawaii.gov</a>
Senate	Carol Taniguchi	586-6720	586-6719	<a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>
Judiciary	Tritia Cruz	538-5805	538-5802	<a href="mailto:tritia.l.cruz@courts.hawaii.gov">tritia.l.cruz@courts.hawaii.gov</a>
Honolulu City and County (C&C)	Procurement Specialist	768-5535	768-3299	<a href="mailto:bfspurchasing@honolulu.gov">bfspurchasing@honolulu.gov</a>
Honolulu City Council	Kendall Amazaki, Jr.	768-5084	n/a	<a href="mailto:kamazaki@honolulu.gov">kamazaki@honolulu.gov</a>
Honolulu City Council	Nanette Saito	768-5085	768-5011	<a href="mailto:nsaito@honolulu.gov">nsaito@honolulu.gov</a>
Honolulu Board of Water Supply	Procurement Office	748-5071	n/a	<a href="mailto:fn_procurement@hbws.org">fn_procurement@hbws.org</a>
HART	Dean Matro	768-6246	n/a	<a href="mailto:dean.matro@honolulu.gov">dean.matro@honolulu.gov</a>
County of Hawaii	Diane Nakagawa	961-8440	n/a	<a href="mailto:Diane.Nakagawa@hawaiicounty.gov">Diane.Nakagawa@hawaiicounty.gov</a>
Hawaii County Council	Diane Nakagawa	961-8440	n/a	<a href="mailto:Diane.Nakagawa@hawaiicounty.gov">Diane.Nakagawa@hawaiicounty.gov</a>
County of Hawaii - Department of Water Supply	Ka'iulani L. Matsumoto	961-8050 ext. 224	961-8657	<a href="mailto:kmatsumoto@hawaiidws.org">kmatsumoto@hawaiidws.org</a>
County of Maui	Jared Masuda	463-3816	n/a	<a href="mailto:jared.masuda@co.maui.hi.us">jared.masuda@co.maui.hi.us</a>
Maui County Council	Marlene Rebugio	270-7838	n/a	<a href="mailto:marlene.rebugio@mauicounty.us">marlene.rebugio@mauicounty.us</a>
County of Maui - Department of Water Supply	Kenneth L. Bissen	270-7684	270-7136	<a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@co.maui.hi.us</a>
County of Kauai	Ernest Barreira	241-4295	241-6297	<a href="mailto:ebarreira@kauai.gov">ebarreira@kauai.gov</a>
Kauai County Council	Codie Tabalba	241-4193	241-6349	<a href="mailto:ctabalba@kauai.gov">ctabalba@kauai.gov</a>
County of Kauai - Department of Water	Christine Erorita	245-5409	245-5813	<a href="mailto:cerorita@kauaiwater.org">cerorita@kauaiwater.org</a>

**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.

**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.

## CONTRACT INFORMATION

**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 agency 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.

**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.

**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](mailto:info@emsshi.com)

**Remittance Address:**

Same as business address

**PRICE LIST (Effective until 08/06/2025. See page 8 for prices effective 08/07/2025)**

**Group A**

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

Packaging: 250 Business Cards per box

**PRICE LIST (Effective 08/07/2025)****Group A**

Item	Description - Letterheads	Price per 500	
A	8-1/2" X 11", 24 lb., White Wove	<u>\$68.62</u>	/box
<b>Additional Charges:</b>			
	8-1/2" X 11", 24 lb., White Wove with State seal with Color ink	<u>\$80.94</u>	/box
	<b>*Expedited Delivery Charge</b>	<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>\$65.10</u>	/box
C	Size 9, 3-7/8" x 8-7/8", 24 lb., white wove, gummed top flap opening	<u>\$79.18</u>	/box
D	Size 10, 4-1/8" x 9-1/2", regular, 24 lb., white wove, gummed top flap opening	<u>\$63.35</u>	/box
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>\$66.86</u>	/box
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>\$70.38</u>	/box
	<b>*Expedited Delivery Charge</b>	<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: 3-½" x 2"	<u>\$51.03</u>	<u>/box</u>	<u>\$102.06</u>	<u>/box</u>
<b>Additional Charges:</b>					
	Standard Business Card size: 3-½" x 2" with State seal with color ink	<u>\$54.55</u>	<u>/box</u>	<u>\$107.33</u>	<u>/box</u>
<b>*Expedited Delivery Charge</b>			<u>\$27.56</u>		

Packaging: 250 Business Cards per box