

JOSH B. GREEN, M.D.  
GOVERNOR  
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BONNIE KAHAKUI  
ADMINISTRATOR

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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August 5, 2025

TO: Executive Departments/Agencies  
Hawaii Health Systems Corporation (HHSC)  
Judiciary  
Senate

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

SUBJECT: **Change No. 3**  
SPO Price List Contract No. 25-03  
**WINDOW ENVELOPES – STATEWIDE**  
IFB No. 25002  
**Order Deadline Date: October 15, 2025**

The following changes are made to the price list contract:

1. The contract has been extended to December 31, 2026.
2. The Order Deadline for calendar year 2026 is October 15, 2025.

The current price list contract incorporating Change No. 3 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 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. 25-03**  
**Includes Change No. 3**  
Effective: 08/05/2025

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

**WINDOW ENVELOPES - STATEWIDE**  
(IFB No. 25002)  
Requirements for Calendar Year 2026  
**ORDER DEADLINE DATE: OCTOBER 15, 2025**

**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  
Senate

**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	Kelli Nekomoto	586-0567	586-0570	<a href="mailto:kelli.r.l.nekomoto@hawaii.gov">kelli.r.l.nekomoto@hawaii.gov</a>
HHSC	Nancy Delima	359-0994		<a href="mailto:ndelima@hhsc.org">ndelima@hhsc.org</a>
Judiciary	Tritia Cruz	538-5805	538-5802	<a href="mailto:tritia.l.cruz@courts.hawaii.gov">tritia.l.cruz@courts.hawaii.gov</a>
Senate	Carol Taniguchi	586-6720	586-6719	<a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>

**USE OF THE PRICE LIST CONTRACT.** Per Requirements Circular No. C24-01 dated June 14, 2024, 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 15, 2025, for calendar year 2026, 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 15, 2025, for calendar year 2026. All Executive, HHSC, Judiciary, and Senate 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*.

**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.

**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. 25-03. *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, set minimum order requirements before accepting the pCard.

**SPO PL CONTRACT NO. 25-03** will be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 25-03 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 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.

## AGENCY 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 15, 2025, for calendar year 2026. 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** 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.



**EMSS, INC.**

**Business Address:**

98-746 Kuahao Place  
Pearl City, HI 96782

**Remittance Address:**

Same as business address

**Point of Contact:**

Kyle Hashimoto  
Phone: (808) 836-3775 x227  
Fax: (808) 836-4696  
Email: [info@emsshi.com](mailto:info@emsshi.com)

## PRICES

<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	\$ 48.37 /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	\$ 81.30 /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	\$ 60.05 /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	\$ 133.17 /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	\$ 70.65 /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	\$ 91.43 /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	\$ 65.81 /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	\$ 65.81 /M
I	Security lined, White Wove, Single Window size: 1-1/8" x 3-1/4", positioned 1/2" from the bottom and 3/4" from the left edge	\$ 70.65 /M



Calendar Year 2026

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 Contact/Phone Number (to be provided to awarded vendor)	Delivery Address*	Delivery Deadline	Return address Print	ITEM NO.								
					A	B	C	D	E	F	G	H	I
AG	All Divisions	425 Queen Street Honolulu, HI 96813	-	-	0	0	0	0	0	0	0	0	0
B&F	Employees Retirement System (ERS)	201 Merchant Street, Ste 1400 Honolulu, HI 96813	8/15/2026	x	20,000								
B&F	Financial Administration Division (FAD)	250 S. Hotel Street, #302 Honolulu, HI 96813	2/27/2026	x	2,500								
DAGS	Accounting/Pre-Audit Branch	1151 Punchbowl Street, Rm 324 Honolulu, HI 96813	3/1/2026	x	2,500								
			3/1/2026	x		75,000							
			5/1/2026	x		100,000							
			7/1/2026	x		75,000							
			10/1/2026	x		75,000							
DAGS	Automotive Management Division (AMD)	869-A Punchbowl Street, Honolulu, HI 96813	1/16/2026	x	2,500								
DAGS	Administrative Services Office (ASO)	1151 Punchbowl Street, Rm 414 Honolulu, HI 96813	1/1/2026	x		1,000							
DAGS	Kauai District Office	1680 Haeukana Street Lihue, HI 96766	-	-	0	0	0	0	0	0	0	0	0
DAGS	Public Works Division (PWD)	1151 Punchbowl Street, Room 422 Honolulu, HI 96813	-	-	0	0	0	0	0	0	0	0	0
DCR	ASO - Office Services	1177 Alakea Street, Rm 300 Honolulu, HI 96813	1/7/2026	x	10,000								
DCR	Crime Victim Compensation Commission (CVCC)	1164 Bishop Street, Ste 1530 Honolulu, HI 96813	1/15/2026	x		3,000							
DCR	Fiscal Office	1177 Alakea Street, Rm 301 Honolulu, HI 96813	-	-	0	0	0	0	0	0	0	0	0
DHHL	Fiscal Office	91-5420 Kapolei Parkway, Kapolei, HI 96707	1/15/2026	x	12,000								
			6/15/2026	x	12,000								
DHRD	Administrative Services Office (ASO)	235 S. Beretania Street, Rm 1000 Honolulu, HI 96813	-	-	0	0	0	0	0	0	0	0	0
DHS	Administrative Appeals Office (AAO)	1390 Miller Street, Room 115 Honolulu, HI 96813	5/1/2026	x	1,000								
DHS	Audit, Quality Control, and Research office (AQCRO) - Hilo Office	DHS/AQCRO/QC-Hilo 75 Aupuni Street, Room 111 Hilo, HI 96720	5/1/2026	x	1,500								
DHS	Audit, Quality Control, and Research office (AQCRO) - Maui Office	DHS/AQCRO/QC-Maui 54 High Street, Room 125 Wailuku, HI 96793	5/1/2026	x	500								
DHS	Audit, Quality Control, and Research office (AQCRO) - Oahu Office	DHS/AQCRO/QC-Oahu 1390 Miller Street, Room 112 Honolulu, HI 96813	5/1/2026	x	2,500								
DHS	HPHA-AMP 30	99-132 Kohomua Street Aiea, HI 96701	1/2/2026	x	10,000								
DHS	HPHA-AMP 31	2250 Kalena Drive Honolulu, HI 96819	1/5/2026	x	1,500								
DHS	HPHA-AMP 32/33	521 N. Kukui Street Honolulu, HI 96817	1/1/2026	x	2,500								

**Calendar Year 2026**

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Dept	Division/Branch/Program Contact/Phone Number (to be provided to awarded vendor)	Delivery Address*	Delivery Deadline	Return address Print	ITEM NO.								
					A	B	C	D	E	F	G	H	I
DHS	HPHA-AMP 34	1545 Kalakaua Avenue Honolulu, HI 96826	1/5/2026	x	6,000								
DHS	HPHA-AMP 35	1220 Aala Street Honolulu, HI 96817	1/2/2026	x	3,000								
DHS	HPHA-AMP 37	600 Wailoa Street Hilo, HI 96720	1/2/2026	x	2,500								
DHS	HPHA-AMP 38	4726 Malu Road Kapaa, HI 96746	1/2/2026	x	5,000								
DHS	HPHA-AMP 40	1532 Linapuni Street Honolulu, HI 96819	7/1/2026	x	2,500								
DHS	HPHA-AMP 44	85-172 McArthur Street Waianae, HI 96792	7/31/2026	x	500								
DHS	HPHA-AMP 45	45-1027 Kamau Place, #10E Kaneohe, HI 96744	7/1/2026	x	2,500								
DHS	HPHA-AMP 49	310 N. Cane Street Wahiawa, HI 96786	8/1/2026	x	2,500								
DHS	HPHA-AMP 50	2129-E Ahe Street, 18E Honolulu, HI 96816	1/2/2026	x	2,500								
DHS	HPHA-CO	1002 N. School Street, Bldg. G Honolulu, HI 96817	1/2/2026	x	2,500								
DHS	HPHA-CPO	1002 N. School Street, Bldg. G Honolulu, HI 96817	7/30/2026	x	1,000								
DHS	HPHA-FMO	1002 N. School Street, Bldg. M Honolulu, HI 96817	1/31/2026	x	10,000								
DHS	HPHA-HRO	1002 N. School Street, Bldg. B Honolulu, HI 96817	1/2/2026	x	500								
DHS	HPHA-MU 42	94-941 Kauolu Place, #A107 Waipahu, HI 96797	7/1/2026	x	3,000								
DHS	MedQuest/HCSB	601 Kamokila Blvd., Rm 506A Kapolei, HI 96707	2/1/2026	x									4,000
DHS	MedQuest/PPDO	601 Kamokila Blvd., Rm 518 Kapolei, HI 96707	1/1/2026	x	12,000								
DHS	Social Services	73-4257 Huliko Drive, #C Kailua-Kona, HI 96740	1/1/2026										500
DLE	Administrative Services Office (ASO)	715 S. King Street, Ste 409 Honolulu, HI 96813	-	-	0	0	0	0	0	0	0	0	0
DLIR	HIOSH - Boiler & Elevator	830 Punchbowl Street, Rm 425 Honolulu, HI 96813	1/15/2026	x	5,000								
DLNR	Bureau of Conveyance (BOC)	1151 Punchbowl Street, Rm 121 Honolulu, HI 96813	2/1/2026	x	12,500								
DLNR	Boating and Ocean Recreation (BOR)	4 Sand Island Access Road Honolulu, HI 96819	2/1/2026	x	32,500	5,000							
DLNR	Boating and Ocean Recreation (BOR) Hawaii	74-380 Kealakehe Parkway Kailua-Kona, HI 96740	-	-	0	0	0	0	0	0	0	0	0
DLNR	Land	1151 Punchbowl Street, Rm 220 Honolulu, HI 96813	9/1/2026	x	500								
DLNR	Land - Maui	130 Mahalani Street Wailuku, HI 96793	9/1/2026	x	1,000								
DoTax	Collection Division - Oahu Branch	830 Punchbowl Street, Rm 203 Honolulu, HI 96813	1/9/2026	x	12,500								
			6/5/2026	x	12,500								
DoTax	Compliance/Field Audit	830 Punchbowl Street, Rm 231 Honolulu, HI 96813	1/8/2026	x	1,000								
			6/4/2026	x	1,000								
DoTax	Compliance / Special Enforcement Section	830 Punchbowl Street, Rm 214 Honolulu, HI 96813	1/1/2026	x	2,000								

Calendar Year 2026

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Dept	Division/Branch/Program Contact/Phone Number (to be provided to awarded vendor)	Delivery Address*	Delivery Deadline	Return address Print	ITEM NO.								
					A	B	C	D	E	F	G	H	I
DoTax	Hawaii District Office	75 Aupuni Street, #101 Hilo, HI 96720	3/1/2026	x	7,000								
DoTax	Oahu District Office / Compliance / Office Audit	830 Punchbowl Street, Rm 228 Honolulu, HI 96813	2/12/2026	x	8,000								
DoTax	Taxpayer Services & Processing / Document Processing	830 Punchbowl Street, Rm 126 Honolulu, HI 96813	1/9/2026	x	450,000								
			6/5/2026	x	450,000								
DOT	Airports Division	400 Rodgers Blvd., Suite 700 AF/P Honolulu, HI 96819	1/15/2026	x		500							
DOT	Harbors-Kauai District	3242 Waapa Road Lihue, HI 96766	1/1/2026	x									500
DOT	Harbors	79 S Nimitz Highway Honolulu, HI 96813	1/1/2026	x									2,500
DOT	Highways Division, Fiscal Office	869 Punchbowl Street, Rm 201 Honolulu, HI 96813	1/1/2026	x	3,000	3,000			3,000				
GOV	Administrative Services Office (ASO)	415 S. Beretania Street, #415 Honolulu, HI 96813	-		0	0	0	0	0	0	0	0	0
JUD	5th Judicial Circuit Court - Fiscal Division	3970 Ka'ana Street, Ste. 205 Lihue, HI 96766	1/5/2026	x					10,000				
JUD	5th Judicial Circuit Court - Juvenile Client & Family Services Branch	3970 Ka'ana Street, Ste. 205 Lihue, HI 96766	1/5/2026	x	2,500								
JUD	5th Judicial Circuit Court - Office of the Chief Court Administrator	3970 Ka'ana Street, Ste. 301 Lihue, HI 96766	1/5/2026	x	2,500								
JUD	5th Judicial Circuit Court - Special Services Division	3970 Ka'ana Street, Ste. 205 Lihue, HI 96766	1/15/2026	x	2,500								
JUD	District Court - Fiscal Attn: Victoria Acosta	1111 Alakea Street, 9th Floor Honolulu, HI 96813	-	-	0	0	0	0	0	0	0	0	0
JUD	District Court - TVB	1111 Alakea Street, 2nd Floor Honolulu, HI 96813	-	-	0	0	0	0	0	0	0	0	0
JUD	Ewa District Court	870 Fourth Street Pearl City, HI 96782	-	-	0	0	0	0	0	0	0	0	0
JUD	Family Court - Fiscal Mgmt & Suppt Svc Br	4675 Kapolei Parkway Kapolei, HI 96707	1/2/2026	x		500							
JUD	Legal Documents Branch 2	1111 Alakea Street, 3rd Floor Honolulu, HI 96813	-	-	0	0	0	0	0	0	0	0	0
SEN	HR Office	415 S. Beretania Street, Rm 10 Honolulu, HI 96813	-	-	0	0	0	0	0	0	0	0	0
SEN	Accounting Office	415 S. Beretania Street, Rm 10 Honolulu, HI 96813	-	-	0	0	0	0	0	0	0	0	0
TOTALS BY ITEM NO.					1,143,000	338,000	0	0	13,000	0	0	0	7,500