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KE KIA'ĀINA



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ADMINISTRATOR  
  
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**STATE OF HAWAII | KA MOKU'ĀINA O HAWAII**  
**STATE PROCUREMENT OFFICE**

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December 31, 2025

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

FROM:   Bonnie Kahakui, Administrator

A handwritten signature in blue ink, appearing to read "Bonnie Kahakui".

SUBJECT: **Change No. 3**  
SPO Price and Vendor List Contract No. 25-12  
**OFFICE SUPPLIES AND PRINTER CARTRIDGES - STATEWIDE**  
RFP No. 25005  
**Expires: April 30, 2027**

The following changes were made to the price and vendor list contract:

1. The customer service email for ODP Business Solutions, LLC was updated.
2. The ODP #s for Price List – Group 3: Printer Cartridges – OEM items were added.
3. The point of contact for the Office of Hawaiian Affairs (OHA) was updated.
4. The vendor codes for all Contractors were added.

The current price and vendor list 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 and Vendor List Contract No. 25-12**

Includes Change No. 3

Effective: 12/31/2025

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

**OFFICE SUPPLIES AND PRINTER CARTRIDGES -  
STATEWIDE**

(RFP No. 25005)

**May 1, 2025 to April 30, 2027**

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

Executive Departments/Agencies	City and County of Honolulu (C&C Honolulu)
Department of Education (DOE)	Honolulu City Council
School Facilities Authority (SFA)	Honolulu Board of Water Supply
Hawaii Health Systems Corporation (HHSC)	Honolulu Authority for Rapid Transportation (HART)
Office of Hawaiian Affairs (OHA)	County of Hawaii
University of Hawaii (UH)	Hawaii County Council
Public Charter School Commission and Schools	County of Hawaii – Department of Water Supply
House of Representatives (House)	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

The participating jurisdictions are not required but may purchase from this price and vendor 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(s).

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>
DOE	Procurement Staff	675-0130	675-0133	<a href="mailto:G-OFS-DOE-Procurement@k12.hi.us">G-OFS-DOE-Procurement@k12.hi.us</a>
School Facilities Authority	Gaudencia "Cindy" Watarida	430-5531	n/a	<a href="mailto:cindy.watarida@k12.hi.us">cindy.watarida@k12.hi.us</a>
HHSC	Nancy Delima	359-0994	n/a	<a href="mailto:ndelima@hhsc.org">ndelima@hhsc.org</a>
OHA	Christopher Stanley Gary Garo	594-1833 582-0526	594-1865	<a href="mailto:psp@oha.org">psp@oha.org</a> <a href="mailto:travelservices@oha.org">travelservices@oha.org</a>
UH	Sarah Allen	956-2189	956-2093	<a href="mailto:Sarah-Jane.Allen@hawaii.edu">Sarah-Jane.Allen@hawaii.edu</a>
Public Charter School Commission and Schools	Danny Vasconcellos	586-3775	586-3776	<a href="mailto:danny.vasconcellos@spcsc.hawaii.gov">danny.vasconcellos@spcsc.hawaii.gov</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>
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	<a href="mailto:bfs purchasing@honolulu.gov">bfs purchasing@honolulu.gov</a>
Honolulu City Council	Kendall Amazaki, Jr. Nanette Saito	768-5084 768-5085	768-5011	<a href="mailto:kamazaki@honolulu.gov">kamazaki@honolulu.gov</a> <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 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	Ashley Decastro	270-7680	270-7136	<a href="mailto:ashley.decastro@co.maui.hi.us">ashley.decastro@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>

Jurisdiction	Name	Phone	FAX	E-mail
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 AND VENDOR 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 or vendor list Contractor(s).

**CONTRACTORS.** The following Contractors are authorized to provide Office Supplies and Printer Cartridges to the State of Hawaii under SPO PL/VL Contract No. 25-12.

Barbarian USA Inc.  
 Conrad Enterprises, Inc.  
 Fisher Hawaii, Inc.  
 Hawaii Stationery Company, Limited dba HSC Office Products  
 ODP Business Solutions, LLC  
 PC Specialists, Inc. dba Technology Integration Group (TIG)

**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 and Vendor List Contract No. 25-12. *No further compliance verification is required prior to issuing a contract, purchase order or pCard payment when utilizing this contract.*

**SECTION 3-124-26, HAWAII ADMINISTRATIVE RULES (HAR),** mandates State agencies and encourages County agencies to purchase recycled paper. Exceptions to this section may be taken when statutory, regulatory, or contractual requirements preclude the purchase of recycled paper.

**PURCHASING CARD (pCard).** The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive department/agencies, excluding the DOE, SFA, 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 PRICE AND VENDOR LIST CONTRACT NO. 25-12** will be typed on purchase orders issued against this price and vendor list contract. For pCard purchases, the SPO Price and Vendor List Contract No. 25-12 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 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.

## CONTRACT INFORMATION

**GENERAL INFORMATION.** This is a price and vendor list contract to allow agencies to purchase items from the Core List (hereinafter "Price List") attached, or, for items not available on the Price List, from the vendors listed on the *Vendor List Instructions*. Agencies using the vendor list are required to obtain a minimum number of quotes. Refer to the *Vendor List Instructions* herein.

**QUALITY OF PRODUCT.** All supplies excluding printer cartridges furnished under this contract shall be new and of the best quality of its respective kind. It shall be free from defects which may render it unfit for use. Damaged, defective, rejected or unacceptable items shall be immediately replaced with items of the same quality. Failure to replace any unacceptable item shall not relieve the Contractor from the responsibility imposed upon them by the contract. No payment, whether partial or final, shall be construed to be an acceptance of unacceptable supplies.

All Printer Cartridges furnished under this contract, if found defective, shall be replaced by the Contractor if agency can prove purchase during the Contractor's contract period and expiration date, if any, has not lapsed.

**UNIT PRICES** include delivery to destination and all other costs except the State General Excise Tax (GET) and county surcharge, currently 4.5% for transactions made on the islands of Oahu, Kauai, Hawaii, Maui, Molokai and Lanai. Agencies are advised to add the tax amount to their purchase order total. GET and county surcharge shall not be applied to delivery charges.

**ORDERING** on a timely basis is the responsibility of each agency. Orders shall be issued on an as-needed basis during the price and vendor list contract period, and will use either the pCard or purchase order when placing order(s). Contractors are not obligated to accept any order received after the contract expiration date, however, Contractors shall fill timely orders for which delivery may extend beyond the expiration date. Agencies shall not issue purchase orders specifying delivery after the price and vendor list contract expiration date. At time of order, agencies shall specify where their order is to be delivered. When requested by the Contractor, ordering agencies shall provide information regarding the delivery locations special access conditions. This includes security, platforms, steps, curbs, and accessible ramp way or doorway widths to navigate, if the items are to be brought up or down any flight(s) of stairs and if no elevator is available. Agencies should not cancel special orders.

**DELIVERIES.** The Contractor shall contact the appropriate agency to coordinate delivery arrangements.

**On-Island Deliveries** (agency and Contractor's warehouse located on the same island).

*In-Stock items:* ordering agencies shall have the option of having in-stock items available for pick up on a will-call basis within three (3) business days from receipt of order or, for orders totaling \$25.00 or more (excluding GET), having the in-stock items delivered to an office location on that island, within five (5) business days. Deliveries on orders totaling less than \$25.00 (excluding GET) will be at the option of the Contractor.

*Non-Stocked items:* ordering agencies shall have the option of having the non-stocked items available for pick up on a will-call basis within twenty five (25) business days from receipt of order or, for orders totaling \$25.00 or more (excluding GET), having the non-stocked items delivered to

an office location on that island, within thirty (30) business days. Deliveries on orders totaling less than \$25.00 (excluding GET) will be at the option of the Contractor.

**Note: Due to increased transportation/fuel costs, the SPO recommends that agencies request fewer deliveries by consolidating orders or increasing their order to \$50.00 or more.**

**Off-Island Deliveries** (agency and Contractor's warehouse not located on the same island).

*In-Stock items:* ordering agencies shall have in-stock items delivered to the address specified on their order within fifteen (15) business days from receipt of order. Should the Contractor have a retail or wholesale business located on the same island as the ordering agency, agencies located on that island shall have the option of having in-stock items available for pick up on a will-call basis within five (5) business days from receipt of order.

*Non-Stocked items:* ordering agencies shall have non-stocked items delivered to the address specified on their order within thirty-five (35) business days from receipt of order. Should the Contractor have a retail or wholesale business located on the same island as the ordering agency, agencies located on that island shall have the option of having non-stocked items available for pick up on a will-call basis within thirty (30) business days from receipt of order.

*Shipping Charges* for off-island delivery, if any, may be added as a separate line item. GET shall not be applied to delivery charges. Contractor shall notify the ordering agency of the exact amount that will be charged for shipping. Contractor shall not charge shipping charges without first obtaining approval from the ordering agency. Shipping charges shall be on the same invoice as the goods. Vendors have established a dollar level needed on orders to obtain delivery of goods at no cost.

Contractor may quote ordering agencies an estimated shipping charge. Once the order is processed, Contractor will notify and obtain approval from ordering agency to charge actual shipping costs. Agencies are discouraged from cancelling an order based on the cost of freight as long as the actual shipping charges do not exceed estimated shipping charges by more than \$8.00.

*Dollar Levels To Obtain Free Shipping:*

Barbarian USA:	no minimum
Conrad Enterprises:	n/a
Fisher Hawaii:	\$15,000.00
Hawaii Stationery:	\$50.00
ODP:	\$25.00
TIG:	\$100.00

**RECYCLED OFFICE PAPER.** Orders for recycled office paper may require alternate arrangements for staggered delivery dates to accommodate large orders. For example, when there is only stairway access for delivery to another floor, only ten (10) cases of paper should be furnished in a day to that site. For delivery locations with no elevator, the vendor will deliver the paper to a first floor location. For delivery locations with an elevator, Contractor shall deliver to the ordering agency's requested location. It is the responsibility of the Contractor to ensure that all items are ultimately delivered to the designated areas and unloaded.

**RE-STOCKING FEE.** The flat rate re-stocking fee may be assessed to the agencies for orders placed and delivered, but for other than defective reasons are being returned or exchanged subject to the following conditions:

- A. Fee Assessment shall apply per incident, not per line item or quantity.
- B. Fee assessment shall not apply if erroneous delivery of items is due to typographical error, regardless of fault. It shall be vendor's responsibility to verify that each item's branch, description and ordering number match before delivering item(s) to agency.

Fees:	Barbarian USA:	\$0 / incident
	Conrad Enterprises:	\$50.00 / incident
	Fisher Hawaii:	\$60.00 / incident
	Hawaii Stationery:	\$0 / incident
	ODP:	n/a
	TIG:	\$0 / incident

**INSPECTION.** Any products, damaged, defective or spoiled, should not be accepted by the ordering agency and the Contractor shall be responsible for replacement. Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the Contractor within five (5) working days from delivery date.

Agencies should be alert of any scams where orders are falsely placed. All need to be vigilant in verifying the accuracy of each order being placed and received. If there is any suspicion of goods being delivered without proper documentation of the goods being ordered, please contact the State Procurement Office to report your findings.

## PRICE LIST INSTRUCTIONS

Agencies can purchase items on the following Price Lists without obtaining additional quotes.

- Group 1: General Office Supplies
- Group 2: Recycled Office Paper
- Group 3: Printer Cartridges\*
- Group 4: Dated Products

\*Note: For Printer Cartridges, HP's "White Box" packaging is an equivalent to standard retail product in terms of performance and in some instances offers higher page yields than the retail product. In most cases, the "White Box" product offers end-users considerable cost savings by foregoing retail packaging.

PRICE LIST - GROUP 1: GENERAL OFFICE SUPPLIES				
AWARDED CONTRACTOR: ODP Business Solutions, LLC				
	Item Description	Brand name/product number	unit price	
<b>Batteries</b>				
1	AA batteries, 36/pk	Duracell MN15P36 / ODP #1385290	\$17.96	pk
2	9 volt batteries, 4/pk	Duracell MN16B4W / ODP #1370863	\$9.71	pk
<b>Binders (View, vinyl, with pockets)</b>				
3	1/2" white	Just Basics 73898 / ODP #396941	\$1.34	ea
4	1/2" black	Just Basics 73915 / ODP #396921	\$1.34	ea
5	1" white	Just Basics 73910 / ODP #396291	\$1.65	ea
6	1" black	Just Basics 73913 / ODP #396311	\$1.65	ea
7	1-1/2" white	Just Basics 73907 / ODP #396251	\$1.95	ea
8	1-1/2" black	Just Basics 73908 / ODP #396271	\$1.95	ea
9	2" white	Just Basics 73903 / ODP #396241	\$2.33	ea
10	2" black	Just Basics 73905 / ODP #396231	\$2.33	ea
<b>Binder Index Dividers</b>				
11	5 tab, clear - big tab, printable tabs	Avery 11110 / ODP #653428	\$0.71	st
12	5 tab, color - big tab, printable tabs	Avery 11900 / ODP #592012	\$1.23	st
13	5 tab, color- big tab, Double Pocket	Avery 11906 / ODP #108152	\$2.48	st
14	8 tab, clear - big tab, printable tabs	Avery 11112 / ODP #653451	\$1.52	st
15	8 tab, color - big tab, printable tabs	Avery 11901 / ODP #592057	\$2.44	st
16	8 tab, color - big tab, Double Pocket	Avery 11907 / ODP #108185	\$3.53	st
<b>Calculator</b>				
17	Scientific calculator, solar	Texas Instruments TI-30XIIS / ODP #176928	\$12.38	ea
<b>Clips</b>				
18	Binder Clips, mini, 12/bx	OIC 99010 / ODP Item #909309	\$0.40	bx
19	Binder Clips, small, 12/bx	Office Depot 825182BX / ODP #429415	\$0.49	bx
20	Binder Clips, med, 12/bx	Office Depot 825190BX / ODP #429431	\$0.87	bx
21	Binder Clips, large, 12/bx	Office Depot RTP-001958-HD-087-07 / ODP #308957	\$2.35	bx
<b>Data Storage</b>				
22	USB 2.0 flash drive, 8GB, black	Verbatim 49062 / ODP Item #274574	\$3.87	ea
23	USB 2.0 flash drive, 16GB, black or blue	Verbatim 49063 / ODP Item #460739	\$5.88	ea

24	USB 2.0 flash drive, 32GB, black	SanDisk Cruzer SDCZ60-032G-A46 / ODP Item #801187	\$6.09	ea
<b>Envelopes</b>				
25	Envelopes, #10, white, security, self-seal, 500/bx	Office Depot ODP77145 / ODP #633984	\$21.84	bx
26	Envelopes, #10, white, security, moisture activated gummed seal, 500/bx	Office Depot ODP77128 / ODP #633896	\$17.47	bx
27	Envelopes, clasp, kraft, 6 x 9, 100/bx	Office Depot ODP78955 / ODP #330744	\$7.21	bx
28	Envelopes, clasp, kraft, 9 x 12, 100/bx	Office Depot ODP78990 / ODP #330808	\$11.45	bx
29	Envelopes, clasp, kraft, 10 x 13, 100/bx	Office Depot ODP78997 / ODP #330888	\$12.86	bx
30	Envelope moistener, ~50 ml bottle	Quality Park 46065 / ODP #332013	\$1.39	ea
<b>Files/Folders/File Accessories</b>				
31	Manila File Folder, Letter size, 1/3 cut, assorted positions, 100/bx	Office Depot OD752 1-3 / ODP #543280	\$10.53	bx
32	Manila File Folder, Legal size, 1/3 cut, assorted position, 100/bx	Office Depot OD753 1-3/ ODP #543397	\$16.86	bx
33	Folder with Twin Pockets with Fasteners, Poly, Blue	Office Depot ODU-REP136 / ODP #877334	\$0.72	ea
34	Folder with Twin Pockets, Embossed Paper, assorted, 40-sheet capacity, 25/bx	Avery 47993 / ODP #773767	\$7.78	bx
<b>Filler Paper</b>				
35	Filler Paper, wide ruled, 10.5" x 8", 150/pack	Office Depot OD589483 / ODP #589483	\$1.37	pk
36	Filler Paper, college ruled, 11" x 8", 100/pack	Office Depot 17999-17015/ ODP #932749	\$0.97	pk
<b>Glue</b>				
37	Glue Stick, white, ~0.24 oz, 30/pk	Elmers E556 / ODP #698325	\$10.35	pk
38	Glue Stick, white, ~1.27 oz, 6/pk	Avery 00196 / ODP #598123	\$5.88	pk
39	White School Glue, ~4 oz	Elmers E304 / ODP #947432	\$0.92	ea
<b>Index Cards</b>				
40	3x5 White, ~90lb, 100/pack, ruled	Oxford 31 / ODP #293102	\$0.95	pk
41	5x8 White, ~90lb, 100/pack, ruled	Office Depot OD51 / ODP #1376497	\$1.86	pk
<b>Labels</b>				
42	Address Labels, white, laser, 1"x2-5/8", 3000/bx	Avery 5160 / ODP #916403	\$58.92	bx
<b>Notebooks</b>				
43	Steno Book, ~80 pgs, ~6" x ~9", gregg ruled (green)	Tops 8021 (Each) / ODP #984419	\$2.04	ea
44	Steno Book, ~80 pgs, ~6" x ~9", gregg ruled, 12/pk	Tops 8021 12pk / ODP #945722	\$22.01	pk

45	Spiral Bound Notebook, ~70 pgs, ~8" x ~10-1/2", wide ruled	Just Basics 43172-12 / ODP #885419	\$0.80	ea
46	Spiral Bound Notebook, ~70 pgs, ~8" x ~10-1/2", college ruled	Just Basics 43271-12 / ODP #206321	\$0.80	ea
47	Composition Notebook, ~100 pgs, black, wide ruled	Office Depot 09910-09889 / ODP #588268	\$0.92	ea
48	Composition Notebook, ~100 pgs, black, college ruled	Office Depot 09065 / ODP #998584	\$0.92	ea
49	Legal Ruled perforated pad, canary, 8-1/2"x11-3/4", 50 sheets/pad, 6/pk	Tops 99707 / ODP #711382	\$11.69	pk
<b>Pads, Post-its, Adhesive</b>				
50	~3" x 5", yellow	3M 655-YW / ODP #172528	\$15.84	dz
51	~3" x 3", yellow	3M 654-RP / ODP #738233	\$11.34	dz
52	~1-3/8"x1-7/8", yellow	3M 653-RP-YW / ODP #941815	\$4.82	dz
53	~1-3/8"x1-7/8", assorted colors	3M-653-RP-A / ODP #809939	\$4.91	dz
54	Flag, Standard, ~1"x1-3/4", 50/dispenser, 2/pk, red	3M 680-RD2 / ODP #452367	\$3.28	pk
55	Flag, small, ~1/2"x1-3/4", 4 colors, 35/dispenser, 4/pk	3M 683-4 / ODP #369571	\$3.16	pk
<b>Rubberband</b>				
56	#33, 1 lb, ~850 bands/bg, ~3-1/2"x1/8"	Office Depot 2433408 / ODP #855883	\$3.68	bg
57	#19, 1 lb, ~1890/bg, ~3-1/2"x1/16"	Alliance 20195 / ODP #909663	\$5.67	bg
58	#64, 1/4lb, ~490/bg, ~3-1/2"x1/4"	Alliance 20645 / ODP #909705	\$5.67	bg
<b>Ruler</b>				
59	Plastic, English/Metric, 12 inches, asst colors	Westcott 12975 / ODP #914471	\$0.74	ea
<b>School Supplies- Coloring tools</b>				
60	Crayons, 24/bx	Crayola 52-3024 / ODP #434252	\$1.39	bx
61	Markers, Broadline, 10/bx	Crayola 58-7722 / ODP #764180	\$2.32	bx
62	Colored pencils, 12/set	Crayola 68-4012 / ODP #504928	\$1.76	st
63	Markers, Fine, 10/pk	Crayola 58-7726 / ODP #913819	\$2.32	pk
64	Markers, Broadline, washable, 10/bx	Crayola 58-7851 / ODP #1445869	\$3.15	bx
<b>Scissors</b>				
65	Blunt, 5"	Westcott 14606 / ODP #446445	\$1.26	ea
66	Pointed, 5"	Westcott 14607 / ODP #446460	\$1.28	ea
67	Bent, stainless steel, ~8"	Office Depot OM97613 / ODP #6822496	\$1.44	ea
<b>Sheet Protector</b>				

68	Standard Weight, Top-load, poly, 100/bx	Avery 75536 / ODP #324253	\$9.86	bx
69	Heavy Weight, Top-load, poly, 100/bx	Avery 73900 / ODP #450587	\$24.01	bx
<b>Staple</b>				
70	Staple Remover, standard	Swingline 38101 / ODP #908681	\$3.56	ea
71	Standard Staples, chisel tip, 210/strip, 5000/bx	Office Depot 2661 / ODP #749601	\$1.26	bx
72	Stapler, classic, black, 20 sheets	Bostitch B515BK / ODP #705657	\$6.78	ea
73	Stapler, spring powered, 20 sheets	Bostitch 1100 / ODP #839935	\$9.84	ea
<b>Tape</b>				
74	Masking tape, ~1" x ~60yd	3M 2600-1 / ODP #666537	\$1.96	rl
75	Masking tape, ~2" x ~60yd	3M 2600-2 / ODP #666511	\$3.72	rl
76	Packing Tape, 1-7/8"x~55yd, clear, Heavy Duty	3M 3750 / ODP #172080	\$6.23	rl
77	Transparent tape, 3/4"x36yd, 1in core, 6/pk	3M 600-6PK / ODP #597020	\$13.39	pk
78	Invisible tape, 3/4"x36yd, 1in core, 6/pk	3M 810-6PK / ODP #597050	\$15.23	pk
79	Dispenser, black	3M C38-BK / ODP #173336	\$3.35	ea
<b>White Board</b>				
80	Chisel, Black - Low Odor	Expo 80001 / ODP #259251	\$11.27	dz
81	Chisel, Assorted (5 colors) - Low Odor, 36/pk	Expo 1921061/ ODP #806864	\$30.35	pk
82	Chisel, Assorted (8 colors) - Low Odor	Expo 80678 / ODP #268571	\$7.76	st
83	Chisel, Assorted (4 colors) - Low Odor	Expo 80174 / ODP #284571	\$4.61	st
84	Cleaner, 8oz	Expo 81803 / ODP #204057	\$2.75	ea
85	Eraser	Expo 81505 / ODP #307512	\$2.41	ea
<b>Writing/Correction</b>				
86	Ballpoint pen, Retractable, refillable, fine point, black (0.7mm)	Pilot 32210 / ODP #106481	\$8.13	dz
87	Ballpoint pen, Retractable, refillable, fine point, blue (0.7mm)	Pilot 32211 / ODP #106491	\$8.13	dz
88	Ballpoint pen, Retractable, refillable, medium point, black (1.0mm)	Pilot 32220 / ODP #106201	\$8.13	dz

89	Ballpoint pen, Retractable, refillable, medium point, blue (1.0mm)	Pilot 32221 / ODP #106541	\$8.13	dz
90	Ballpoint pen, Retractable, refillable, medium point, red (1.0mm)	Pilot 32222 / ODP #106231	\$8.13	dz
91	Ballpoint pen, stick, medium point, black (1.2mm)	BIC GSMG11-BK / ODP #112220	\$1.97	dz
92	Ballpoint pen, stick, medium point. Blue (1.2mm)	BIC GSMG11-BLU / ODP #112266	\$1.97	dz
93	Ballpoint pen, stick, medium point, red (1.0mm)	BIC GSMG11-RED/ ODP #396521	\$1.97	dz
94	Correction tape, white - ~5/32" x ~400"	Tombow 68620 / ODP #166702	\$1.92	ea
95	Correction tape, white - ~1/6" x ~400", 4pk	Tombow 68679 / ODP #369589	\$6.29	pk
96	Highlighter, Yellow, chisel tip	Sharpie 25025 / ODP #203174	\$6.56	dz
97	Pencil, No.2, yellow, sharpened, 72/pk	Ticonderoga 13972 / ODP #7956500	\$13.17	pk
98	Pencil, No. 2, black, 12/pk	Paper Mate 2254 / ODP #614263	\$1.57	pk
99	Permanent pen, Fine Point, black	Sharpie 30001 / ODP #203349	\$8.07	dz
100	Permanent pen, Ultra Fine Point, Black	Sharpie 37001 / ODP #451898	\$8.07	dz

PRICE LIST - GROUP 2: RECYCLED OFFICE PAPER				
AWARDED CONTRACTOR: ODP Business Solutions, LLC				
	Item Description	Brand name/product number	unit price	
1	BOND, XEROGRAPHIC, white, 3-hole pre-punched, premium, No.4, 20# sub, 8-1/2" x 11" 500 shts/rm, 10 rms/ctn min. 30% recycled content	Boise Aspen 054901P / ODP #534217	\$55.83	ctn
2	BOND, XEROGRAPHIC, white, dual purpose, No. 4, 20# sub, 500 shts/rm, 8-1/2" x 11", 10 rms/ctn, min. 30% recycled content	Boise Aspen P1054901 / ODP #116946	\$48.39	ctn
3	BOND, XEROGRAPHIC, white, dual purpose, No. 4, 20# sub, 500 shts/rm, 8-1/2" x 14", 10 rms/ctn, min. 30% recycled content	Boise Aspen P1054904 / ODP \$942363	\$73.31	ctn

4	BOND, XEROGRAPHIC, white, dual purpose, No. 4, 20# sub, 500 shts/rm, 11" x 17", 5 rms/ctn, min. 30% recycled content	Boise Aspen P1054907/ ODP #942426	\$55.83	ctn
5	**BOND XEROGRAPHIC, colored, dual purpose, No. 4, 20# sub, 500 shts/rm, 8-1/2" x 11", min. 30% recycled content (colors: Pink, Yellow, Blue, Green, Goldenrod, Salmon, Lilac, Ivory, Buff, Grey, Tan)	Lilac - Xerox/3R11230 ODP #478156, Salmon - Xerox/3R11231 ODP #478123, Tan - Xerox/3R20081 ODP #860581, Green - Xerox/3R05857 ODP #345645, Blue - Xerox/3R05856 ODP #345637, Gray - Xerox/3R20079 ODP #345702, Ivory - Xerox/3R05862 ODP #345694, Goldenrod - Xerox/3R05861 ODP #345686, Buff - Xerox/3R05860 ODP #345678, Yellow - Xerox/3R05858 ODP #345660, Pink - Xerox/3R05859 ODP #345652	\$6.13	rm
6	**BOND XEROGRAPHIC, colored, dual purpose, No. 4, 20# sub, 500 shts/rm, 8-1/2" x 14", min. 30% recycled content (colors: Yellow, Blue, Green, Ivory, Goldenrod)	Goldenrod - Xerox/3R20089 ODP #345769, Green - Xerox/3R20086 ODP #345728, Ivory - Xerox/3R20087 ODP #345777, Blue - Xerox/3R20084 ODP #345710, Yellow - Xerox/3R20085 ODP #345744	\$8.43	rm

PRICE LIST - GROUP 3: PRINTER CARTRIDGES - OEM				
AWARDED CONTRACTOR: ODP Business Solutions, LLC				
	Item Description	Brand name/product number	unit price	
1	HP Inkjet Print Cartridges, HP 61 – Black	CH561WN / ODP# 523914	\$15.01	ea
2	HP Inkjet Print Cartridges, HP 61– Tri-color	CH562WN / ODP# 523932	\$29.23	ea
3	HP Inkjet Print Cartridges, HP 62 – Black	C2P04AN / ODP# 576096	\$17.23	ea
4	HP Inkjet Print, Cartridges, HP 62XL High Yield Black	C2P05AN#140 / ODP# 667932	\$38.86	ea
5	HP Inkjet Print Cartridges, HP 62 – Tri-color	C2P06AN / ODP# 668049	\$20.20	ea
6	HP Inkjet Print Cartridges, HP 63 – Black, High Yield	F6U64AN#140 / ODP# 523218	\$37.51	ea
7	HP Inkjet Print Cartridges, HP 63 – Tri-color, High Yield	F6U63AN#140 / ODP# 509489	\$40.47	ea
8	HP Inkjet Print Cartridges, HP 950XL – Black	CN045AN / ODP# 781692	\$38.74	ea
9	HP Inkjet Print Cartridges, HP 951XL – Cyan	CN046AN / ODP# 781764	\$26.92	ea
10	HP Inkjet Print Cartridges, HP 951XL – Magenta	CN047AN / ODP# 782034	\$26.92	ea

11	HP Inkjet Print Cartridges, HP 951XL – Yellow	CN048AN / ODP# 782043	\$26.92	ea
12	HP Inkjet Print Cartridges, HP 932XL – Black	CN053AN / ODP# 751054	\$34.36	ea
13	HP Inkjet Print Cartridges, HP 933XL – Cyan	CN054AN / ODP# 751090	\$15.03	ea
14	HP Inkjet Print Cartridges, HP 933XL – Magenta	CN055AN / ODP# 751108	\$15.03	ea
15	HP Inkjet Print Cartridges, HP 933XL – Yellow	CN056AN / ODP# 751117	\$15.03	ea
16	HP LaserJet M506, M527, Black	CF287A / ODP# 813701	\$199.22	ea
17	HP LaserJet 10XX / 30XX Series, M1005 mfp, M1319 mfp, Black (retail packaging)	Q2612A / ODP# 154414	\$62.61	ea
18	HP LaserJet 10XX / 30XX Series, M1005 mfp, M1319 mfp, Black (white box packaging)	Q2612AC / ODP# 490699	\$57.47	ea
19	HP LaserJet 1160, 1320, 3390, Black	Q5949A / ODP# 776184	\$75.64	ea
20	HP LaserJet M203, M227, Black	CF230A / ODP# 565832	\$57.74	ea
21	HP LaserJet M203, M227, Black (retail packaging)	CF230X / ODP# 920489	\$81.31	ea
22	HP LaserJet M203, M227, Black (white box packaging)	CF230XC / ODP# 406335	\$75.47	ea
23	HP LaserJet M454, M479, Black	W2020A / ODP# 6999867	\$71.78	ea
24	HP LaserJet P2015, M2727 mfp, Black (retail packaging)	Q7553X / ODP# 295230	\$147.60	ea
25	HP LaserJet P2015, M2727 mfp, Black (white box packaging)	Q7553XC / ODP# 282870	\$130.11	ea
26	HP LaserJet P4014, P4015, P4515, Black	CC364A / ODP# 392430	\$138.93	ea
27	HP LaserJet P4015, P4515, Black, High Yield (retail packaging)	CC364X / ODP# 392505	\$247.38	ea
28	HP LaserJet P4015, P4515, Black, High Yield (white box packaging)	CC364XC / ODP# 196326	\$221.03	ea
29	HP LaserJet CP2025, CM2320 mfp, Black (retail packaging)	CC530A / ODP# 287850	\$99.11	ea
30	HP LaserJet CP2025, CM2320 mfp, Black (white box packaging)	CC530AC / ODP# 874366	\$88.23	ea
31	HP LaserJet CP2025, CM2320 mfp, Cyan (retail packaging)	CC531A / ODP# 287855	\$98.59	ea
32	HP LaserJet CP2025, CM2320 mfp, Cyan (white box packaging)	CC531AC / ODP# 874402	\$86.96	ea
33	HP LaserJet CP2025, CM2320 mfp, Yellow (retail packaging)	CC532A / ODP# 287860	\$98.76	ea

34	HP LaserJet CP2025, CM2320 mfp, Yellow (white box packaging)	CC532AC / ODP# 874474	\$88.86	ea
35	HP LaserJet CP2025, CM2320 mfp, Magenta (retail packaging)	CC533A / ODP# 287865	\$99.10	ea
36	HP LaserJet CP2025, CM2320 mfp, Magenta (white box packaging)	CC533AC / ODP# 874492	\$86.96	ea
37	HP LaserJet P3015, M521/ M525 mfp, Black, High Yield (retail packaging)	CE255X / ODP# 554553	\$182.63	ea
38	HP LaserJet P3015, M521/ M525 mfp, Black, High Yield (white box packaging)	CE255XC / ODP# 678757	\$162.65	ea
39	HP LaserJet P1606, M1536 mfp, Black (retail packaging)	CE278A / ODP# 231822	\$63.03	ea
40	HP LaserJet P1606, M1536 mfp, Black (white box packaging)	CE278AC / ODP# 490474	\$56.12	ea
41	HP LaserJet P1102, M1212/ 1217 mfp, Black (retail packaging)	CE285A / ODP# 231939	\$55.95	ea
42	HP LaserJet P1102, M1212/ 1217 mfp, Black (white box packaging)	CE285AC / ODP# 490555	\$49.00	ea
43	HP LaserJet M4555 mfp, M601, M602, M603, Black	CE390A / ODP# 646557	\$139.02	ea
44	HP LaserJet M4555 mfp, M602, M603, Black, High Yield (retail packaging)	CE390X / ODP# 646593	\$231.71	ea
45	HP LaserJet M4555 mfp, M602, M603, Black, High Yield (white box packaging)	CE390XC / ODP# 328822	\$205.92	ea
46	HP LaserJet M551, M570, M575 mfp, Black (retail packaging, standard yield)	CE400A / ODP# 679702	\$119.28	ea
47	HP LaserJet M551, M570, M575 mfp, Black (white box packaging, high yield)	CE400YC / ODP# 419399	\$163.57	ea
48	HP LaserJet M551, M570, M575 mfp, Cyan (retail packaging, standard yield)	CE401A / ODP# 680134	\$177.76	ea
49	HP LaserJet M551, M570, M575 mfp, Cyan (white box packaging, high yield)	CE401YC / ODP# 451389	\$228.31	ea
50	HP LaserJet M551, M570, M575 mfp, Yellow (retail packaging, standard yield)	CE402A / ODP# 680143	\$177.71	ea
51	HP LaserJet M551, M570, M575 mfp, Yellow (white box packaging, high yield)	CE402YC / ODP# 457951	\$226.34	ea
52	HP LaserJet M551, M570, M575 mfp, Magenta (retail packaging, standard yield)	CE403A / ODP# 680206	\$177.71	ea
53	HP LaserJet M551, M570, M575 mfp, Magenta (white box packaging, high yield)	CE403YC / ODP# 458174	\$228.04	ea
54	HP LaserJet M375nw mfp, M451, M475 mfp, Black, High Yield (retail packaging)	CE410X / ODP# 756697	\$82.71	ea

55	HP LaserJet M375nw mfp, M451, M475 mfp, Black, High Yield (white box packaging)	CE410XC / ODP# 762013	\$74.04	ea
56	HP LaserJet M375nw mfp, M451, M475 mfp, Cyan (retail packaging)	CE411A / ODP# 756706	\$95.92	ea
57	HP LaserJet M375nw mfp, M451, M475 mfp, Cyan (white box packaging)	CE411AC / ODP# 762112	\$85.72	ea
58	HP LaserJet M375nw mfp, M451, M475 mfp, Yellow (retail packaging)	CE412A / ODP# 756724	\$96.09	ea
59	HP LaserJet M375nw mfp, M451, M475 mfp, Yellow (white box packaging)	CE412AC / ODP# 765037	\$85.91	ea
60	HP LaserJet M375nw mfp, M451, M475 mfp, Magenta (retail packaging)	CE413A / ODP# 756769	\$96.06	ea
61	HP LaserJet M375nw mfp, M451, M475 mfp, Magenta (white box packaging)	CE413AC / ODP# 898579	\$85.89	ea
62	HP LaserJet P2035, P2055, Black (retail packaging)	CE505A / ODP# 878270	\$71.19	ea
63	HP LaserJet P2035, P2055, Black (white box packaging)	CE505AC / ODP# 490600	\$66.92	ea
64	HP LaserJet P1505, M1522n mfp, Black (retail packaging)	CB436A / ODP# 463865	\$87.80	ea
65	HP LaserJet P1505, M1522n mfp, Black (white box packaging)	CB436AC / ODP# 490078	\$90.53	ea
66	HP LaserJet M251, M276 mfp, Black	CF210A / ODP# 829348	\$52.34	ea
67	HP LaserJet M251, M276 mfp, Cyan	CF211A / ODP# 829906	\$65.58	ea
68	HP LaserJet M251, M276 mfp, Yellow	CF212A / ODP# 829924	\$65.59	ea
69	HP LaserJet M251, M276 mfp, Magenta	CF213A / ODP# 829933	\$65.59	ea
70	HP LaserJet M401, M425, Black, High Yield (retail packaging)	CF280X / ODP# 385819	\$142.86	ea
71	HP LaserJet M401, M425, Black, High Yield (white box packaging)	CF280XC / ODP# 474442	\$126.41	ea
72	HP LaserJet M402, M426, Black	CF226A / ODP# 246428	\$98.29	ea

PRICE LIST - GROUP 4: DATED PRODUCTS				
AWARDED CONTRACTOR: Conrad Enterprises, Inc.				
	Item Description	Brand name/product number	unit price	
1	Jumbo Book Style, 3-1/2" x 6", 2 pages per day, 1/2 hour appointments on left page, holes 2" apart, one tab per month, two color printing	QuickNotes AAG-E51750	\$7.31	ea
2	Wall/Desk Calendar, 21-3/4" or 22" x 17", 12 months, 1 month per tear-off sheet, 2 eyelets at top for hanging, nonrefillable, ruled daily writing blocks, Black	At-A-Glance AAG-SK2400	\$3.60	ea
3	12-Month Wall Calendar, 24" x 36", reversible (vertical year on one side, horizontal year on the other side),	At-A-Glance AAG-PM21228	\$10.81	ea
4	Weekly, Professional Appointment Book, 8" or 8-1/2" x 11", 1 week per two pages, 1/4-hour appointments, limited times on weekends, nonrefillable, Black	DayMinder AAG-G52000	\$9.33	ea
5	Monthly, 6-7/8" x 8-3/4", 1 month per two pages, memo section, nonrefillable, Black	DayMinder AAG-G40000	\$7.65	ea
6	Monthly, ~7-7/8" x 11-7/8", 1 month per two pages, 14-months (Dec.-Jan.), ruled daily squares, nonrefillable, Black	DayMinder AAG-G47000	\$5.64	ea
<b>FOR ALL DATED PRODUCTS: Please note that orders for the following calendar year should be placed before <u>September 30</u> of that year to guarantee availability.</b>				

## VENDOR LIST INSTRUCTIONS

### **To purchase the exact same item (brand name and number) listed on the Price List from a vendor other than the Price List awarded vendor:**

Agencies are required to obtain a minimum of two (2) quotes for all dollar levels from the Contractors listed under "Office Supply Vendors" or "Printer Cartridge Vendors," as applicable. The price listed on the Price List is not considered as a quote.

Example: you want to purchase a Hewlett-Packard Inkjet Printer Cartridge, HP 61 – Black, which is item 1 from Price List – Group 3 Printer Cartridges. On the Price List, the brand and product number are listed as HP #CH561WN from ODP Business Solutions, LLC at \$15.01/each. You can order HP #CH561WN from ODP Business Solutions, LLC at \$15.01/each without obtaining quotes. However, if you want to order the same printer cartridge but do NOT want to order from ODP Business Solutions, LLC then you must obtain two (2) quotes from the other Printer Cartridge Vendors for Hewlett-Packard listed on page 26.

### **To purchase items NOT on the Price List:**

Agencies are required to obtain quotations from the Contractors listed under "Office Supply Vendors" or "Printer Cartridge Vendors," as applicable. Agencies are encouraged to obtain as many quotes as necessary to determine the most cost effective option.

- a) Obtain at least one (1) quote for expenditures less than \$5,000; and
- b) Obtain at least three (3) written quotes for expenditures \$5,000 or more

**Consideration of Quotations.** Agencies shall consider all quotations received. Purchase shall be made from the Contractor with the most cost effective option, except in situations where the most cost effective option fails to meet the needs of the agencies.

**Uniform request for quotations.** When obtaining multiple quotes, Agencies shall prepare a uniform request for product and pricing quotations and submit the uniform request to all Contractors. Agencies may use Form SPO-010A, Small Purchase Quotation Form, or similar to request for quotes.

**Failure to receive quotations.** Agencies that are unable to obtain the minimum number of quotes specified above should document the information accordingly to provide proof that agency did their due diligence.

## OFFICE SUPPLY VENDORS

The approved vendor(s) for office supplies are listed below.

- Conrad Enterprises, Inc.
- Fisher Hawaii, Inc.
- Hawaii Stationery Company, Limited dba HSC Office Products
- ODP Business Solutions, LLC

## OFFICE SUPPLY CATEGORIES

Category	Includes, but is not limited to:
Binders and Binding Systems	binders, binding systems combs and spines, binding covers, binding indexes, binding cases, presentation books
Boards (Bulletin, Chalk, Display, Dry-Erase, Easels) and Accessories	bulletin boards, chalk boards, cork boards, dry erase boards, easels, easel pads, board mounts, mounting hardware
Breakroom Supplies	microwave, coffee machine, hot cups, cold cups, stirrers, paper plates, trash bags, disposable utensils
Calculators and Accessories	handheld calculators, printing calculators, calculator ink, calculator spools, adding machine tape
Calendars, Refills, Stands, and Appointment Books	desk calendar refills, desk calendar bases, wall calendars, appointment books/planners, diaries, planners, refill sets
Cables, Adapters, Power Products and Batteries	extension cords, household batteries, cables, adapters, chargers, surge protectors, battery backup systems
Chair Mats	
Clips, Tacks and Rubber bands	binder clips, paper clips, bulldog clips, panel clips, leaf book rings, push pins, thumb tacks, rubber bands, paper clip holders, suction cup hooks
Computer Components, Peripherals and Accessories	computer cleaners, monitor screen filters, card readers, flash memory, USB drives, zip disks, keyboards, mice, wrist rests
Desk Accessories and Workspace Organizers	call bells, bookends, book racks, card files, copyholders, drawer organizers, letter trays, display racks, sorters, wall organizers, desk protectors, gavels, clipboards, magnification products, pen and pencil holders, wastebaskets, desktop shelves, sorters

Files, Folders, Pockets and Sleeves	expanding files, file sorters, file folders, hanging file folders, file holders, folder dividers, file backs, tabs, tab inserts, tab reinforcement, fasteners, pocket files, report covers, sheet protectors, card and photo sleeves, binder pockets, index dividers, portfolios
Flags, Self-Stick Notes and Dispensers	page flags, message flags, arrow flags, standard flags, self-stick notes, dispensers/holders
Labels and Labeling Systems	label makers, labels, label tape, label holders, label protectors
Mailroom Supplies (not including heavy equipment)	finger pads, envelope moisteners, envelopes (except those mandated by an existing SPO Price List), clasp envelopes, business envelopes, interoffice envelopes, mailing boxes, mailing tubes, stretch film, bubble wrap, packing peanuts, letter openers, sorters
Notebooks, Recordkeeping and Reference Materials	steno books, writing pads, spiral bound notebooks, index cards, journals, recordkeeping, phone message books, fax message books, diaries, reference materials (dictionaries, thesaurus, maps)
Paper, Office	color paper, copy paper, computer paper, 8-1/2" x 11" size, 8-1/2" x 14" size, 11" x 14" size, filler paper
Paper Punches, Paper Trimmers and Accessories	electric punches, manual punches, heavy duty punches, single and multi-hole punches, punch replacement parts, paper trimmers, paper trimmer blades
School Supplies	art paper, art supplies, construction paper, crepe paper, paint, games/learning tools, crayons, colored markers, colored pencils
Scissors and Rulers	scissors, cutting mats, rulers, yard sticks, protractors, compasses
Shredders, Shredder Bags, Lubricants	
Stamps and Supplies	stamps, stamp pads, stamp trays, ink refills
Staplers and Supplies	electric staplers, manual staplers, heavy duty staplers, staple removers, staples
Storage Boxes and Drawers	storage boxes and containers, cardboard boxes, storage drawers, document/box files, archive boxes

Storage Media	Hard Disk Drives (HDD), Solid State Drives (SSD), Universal Serial Bus (USB), memory cards, Network Attached Storage (NAS) devices
Tags, Tickets, Tag Fasteners, Badges and Badge Holders	marking tags, repair tags, tickets, lanyards, badges, badge holders, tag fasteners
Tape, String, Glue, and Adhesives	adhesive film and dispensers, spray adhesives, glue, string, twine, double sided tape, electrical tape, packing tape, transparent/invisible tape, tape dispensers, Velcro and mounting products, rubber cement, adhesive removers
Telephone Accessories	headsets, headset accessories, handsets, handset lifters, phone cleaners, cords, jacks, shoulder rests, telephone stands
Time and Date Recorders	
Writing and Correction Supplies	chalk, markers, erasers, correction products, highlighters, pen/pencil sets, pencil sharpeners, pencils, pens, multifunction writing instruments, refills: eraser, lead, pen ink, board cleaners and wipes, board erasers, board markers

For all Office Supply Categories listed above, agencies will receive percentage discounts from the Contractor's catalog.

## PRINTER CARTRIDGE VENDORS

This SPO Vendor List shall apply only to the manufacturers of printer cartridges below. The approved vendor(s) for each manufacturer is listed in alphabetical order.

Manufacturer	Vendor(s)	Minimum % Discount off MSRP
Brother	Barbarian USA	11
	Conrad Enterprises	3
	Fisher Hawaii	10
	HSC Office Products	2
	ODP Business Solutions	35
	TIG	8
Canon	Barbarian USA	11
	Conrad Enterprises	3
	Fisher Hawaii	10
	HSC Office Products	2
	ODP Business Solutions	35
	TIG	2
Clover (DataProducts, CTG, GRC)	Barbarian USA	25
	Conrad Enterprises	10
	HSC Office Products	20
	ODP Business Solutions	35
Dell	Barbarian USA	11
	Conrad Enterprises	1
	HSC Office Products	1
	ODP Business Solutions	35
	TIG	13
Epson	Barbarian USA	11
	Conrad Enterprises	3
	Fisher Hawaii	10
	HSC Office Products	1
	ODP Business Solutions	35
	TIG	0*
Genicom	Barbarian USA	5
	ODP Business Solutions	35

Grenk	Barbarian USA	5
Guy Brown Products	Barbarian USA	5
Hewlett-Packard	Barbarian USA	29
	Conrad Enterprises	3
	Fisher Hawaii	10
	HSC Office Products	5
	ODP Business Solutions	35
	TIG	29
IBM	Barbarian USA	15
	Conrad Enterprises	3
	HSC Office Products	1
	ODP Business Solutions	35
Kodak	Barbarian USA	10
	Conrad Enterprises	3
	ODP Business Solutions	35
Konica Minolta	Barbarian USA	15
	Conrad Enterprises	3
	ODP Business Solutions	35
Kyocera	Barbarian USA	15
	Conrad Enterprises	3
	ODP Business Solutions	35
Lanier	Barbarian USA	11
	ODP Business Solutions	35
Lexmark	Barbarian USA	11
	Conrad Enterprises	3
	HSC Office Products	2
	ODP Business Solutions	35
	TIG	21
Nukote International	Barbarian USA	5
Okidata	Barbarian USA	10
	Conrad Enterprises	3
	HSC Office Products	2
	ODP Business Solutions	35

Panasonic	Barbarian USA	10
	Conrad Enterprises	3
	ODP Business Solutions	35
Printer Essentials	Barbarian USA	10
	Conrad Enterprises	3
	HSC Office Products	5
	ODP Business Solutions	35
Ricoh	Barbarian USA	11
	Conrad Enterprises	3
	HSC Office Products	1
	ODP Business Solutions	35
	TIG	6
Samsung	Barbarian USA	11
	Conrad Enterprises	3
	HSC Office Products	1
	ODP Business Solutions	35
Sharp	Barbarian USA	11
	Conrad Enterprises	3
	HSC Office Products	1
	ODP Business Solutions	35
Toshiba	Barbarian USA	11
	Conrad Enterprises	3
	HSC Office Products	1
	ODP Business Solutions	35
Xerox	Barbarian USA	11
	Conrad Enterprises	3
	HSC Office Products	2
	ODP Business Solutions	35
	TIG	18

# CONTRACTOR AWARDED FOR PRICE LIST AND/OR VENDOR LIST

Contractor	Price List for Group 1: General Office Supplies	Price List for Group 2: Recycled Office Paper	Price List for Group 3: Printer Cartridges	Price List for Group 4: Dated Products	Vendor List for Office Supplies	Vendor List for Printer Cartridges
Barbarian USA Inc.						X
Conrad Enterprises, Inc.				X	X	X
Fisher Hawaii, Inc.					X	X
Hawaii Stationery Company, Limited dba HSC Office Products					X	X
ODP Business Solutions, LLC	X	X	X		X	X
PC Specialists, Inc. dba Technology Integration Group (TIG)						X



**BARBARIAN USA INC.**

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Awarded: Vendor List for Printer Cartridges

Business Address:

16422 Stuebner Airline Rd.  
Spring, TX 77379

Remittance Address:

Same as business address  
Vendor Code: 357227-00

Warehouse Address:

144 Makaala St.  
Hilo, Hawaii 96720

Contact Person:

Dan Chainani  
Phone: (800) 789-0993  
Fax: (253) 498-5653  
Email: [dan.c@barbarianusainc.com](mailto:dan.c@barbarianusainc.com)  
Email: [info@barbarianusainc.com](mailto:info@barbarianusainc.com)

Website: [www.barbarianusainc.com](http://www.barbarianusainc.com)



**CONRAD ENTERPRISES, INC.**

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Awarded: Price List for Group 4 Dated Products  
Vendor List for Office Supplies  
Vendor List for Printer Cartridges

Business and Warehouse Address:  
301 Sand Island Access Road  
Honolulu, HI 96819

Remittance Address:  
Same as business address  
Vendor Code: 006690-00

Contact Person(s):  
Terri Sasaki  
Cheryl Sasaki  
Phone: (808) 842-4467  
Fax: (808) 848-8916  
Email: [info@cehawaii.com](mailto:info@cehawaii.com)

Website: [www.cehawaii.com](http://www.cehawaii.com)



**FISHER HAWAII, INC.**

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Awarded: Vendor List for Office Supplies  
Vendor List for Printer Cartridges

Business and Warehouse Address:  
950 Mapunapuna St.  
Honolulu, HI 96819

Remittance Address:  
Same as business address  
Vendor Code: 011325-00

Contact Person(s):  
Derrick Isono  
Phone: (808) 524-8770  
Fax: (808) 687-5239  
Email: [derricki@fisherhawaii.net](mailto:derricki@fisherhawaii.net)

Elisa Pineda  
Phone: (808) 524-8770 ext. 283  
Fax: (808) 687-5239  
Email: [elisap@fisherhawaii.net](mailto:elisap@fisherhawaii.net)

Website: <https://fisherhawaii.net/>



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**HAWAII STATIONERY CO., LTD. DBA HSC OFFICE PRODUCTS**

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Awarded: Vendor List for Office Supplies  
Vendor List for Printer Cartridges

Business and Warehouse Address:  
99-1418 Koaha Place  
Aiea, HI 96701

Remittance Address:  
HSC Office Products  
Same as business address  
Vendor Code: 326416-00

Contact Person(s):  
Lisa Rosehill-Castillo  
Amber Long  
Wendy Koo  
Phone: (808) 486-3200  
Email: [insidesales@hscofficeproducts.com](mailto:insidesales@hscofficeproducts.com)  
Fax: (808) 486-3111

Website: [www.hscofficeproducts.com](http://www.hscofficeproducts.com)



## ODP BUSINESS SOLUTIONS, LLC

Awarded: Price List for Group 1 General Office Supplies  
Price List for Group 2 Recycled Office Paper  
Price List for Group 3 Printer Cartridges  
Vendor List for Office Supplies  
Vendor List for Printer Cartridges

Remittance Address:

ODP Business Solutions, LLC  
P.O. Box 29248  
Phoenix, AZ 85038-9248  
Vendor Code: 361439-00

**Note: The Store Discount Program (SDP) allows participating user agencies to receive standardized member discounts when shopping at Office Depot /OfficeMax retail stores. Participants can register via the ODP Business Solutions website or mobile app to receive an SDP card. Discounts are automatically applied at checkout. Participants may also purchase products online and pick-up at the store.**

Website: <https://www.odpbusiness.com/>

**Oahu**

Oahu/Big Island Customer Service  
Phone: (808) 676-3100 x0  
Fax: (808) 676-3155  
Email: [Hawaii.Support@odpbusiness.com](mailto:Hawaii.Support@odpbusiness.com)

Warehouse Address:  
94-1489 Moaniani Street  
Waipahu, HI 96797

*DOE (Honolulu, Windward Districts)*  
Coline Mar  
Phone: (808) 466-1272  
Fax: (808) 676-3155  
Email: [coline.mar@odpbusiness.com](mailto:coline.mar@odpbusiness.com)

*DOE (Central, Leeward Districts)*  
Dawn Kamaka  
Phone: (808) 646-2053  
Fax: (808) 676-3155  
Email: [dawn.kamaka@odpbusiness.com](mailto:dawn.kamaka@odpbusiness.com)

*State Agencies (Oahu) – DAGS, DOH, DHS, Judiciary 1<sup>st</sup> Circuit*  
Crystal Horimoto  
Phone: (808) 391-6361  
Fax: (808) 676-3155  
Email: [crystal.horimoto@odpbusiness.com](mailto:crystal.horimoto@odpbusiness.com)

*City & County of Honolulu*  
*University of Hawaii & Colleges (Oahu)*  
*State agencies (Oahu) – All others excluding DAGS, DOH, DHS, Judiciary 1<sup>st</sup> Circuit*  
Jeff Harlan  
Phone: (808) 289-7960  
Fax: (808) 676-3155  
Email: [jeff.harlan@odpbusiness.com](mailto:jeff.harlan@odpbusiness.com)

**Hawaii (Big Island)**

Oahu/Big Island Customer Service  
Phone: (808) 676-3100 x0  
Fax: (808) 676-3155  
Email: [Hawaii.Support@odpbusiness.com](mailto:Hawaii.Support@odpbusiness.com)

Warehouse Address:  
280 Maka'ala Street  
Hilo, HI 96720

*University of Hawaii & Colleges (Big Island)*  
*All State agencies (Big Island)*  
Jeff Harlan  
Phone: (808) 289-7960  
Fax: (808) 676-3155  
Email: [jeff.harlan@odpbusiness.com](mailto:jeff.harlan@odpbusiness.com)

*DOE (Big Island)*  
Dawn Kamaka  
Phone: (808) 646-2053  
Fax: (808) 676-3155  
Email : [dawn.kamaka@odpbusiness.com](mailto:dawn.kamaka@odpbusiness.com)

*County of Hawaii*  
Cheryl Cobile  
Phone (mobile): (808) 987-5544  
Fax: (808) 961-2737  
Email: [cheryl.cobile@odpbusiness.com](mailto:cheryl.cobile@odpbusiness.com)

**Maui/ Molokai/ Lanai**

Maui Customer Service  
Phone: (808) 877-5043  
Fax: (808) 871-6914  
Email: [Hawaii.Support@odpbusiness.com](mailto:Hawaii.Support@odpbusiness.com)

Warehouse Address:  
80 South Hana Highway  
Kahului, HI 96732

*DOE (Maui, Molokai & Lanai)*  
*University of Hawaii & Colleges (Maui)*  
*All State Agencies (Maui, Molokai & Lanai)*  
*County of Maui*  
Angela li  
Phone: (808) 268-5055  
Fax: (808) 871-6914  
Email : [angela.ii@odpbusiness.com](mailto:angela.ii@odpbusiness.com)

**Kauai**

Kauai Customer Service  
Phone: (808) 245-3303  
Fax: (808) 245-1657  
Email: [Hawaii.Support@odpbusiness.com](mailto:Hawaii.Support@odpbusiness.com)

Warehouse Address:  
3145 Oihana Street  
Lihue, HI 96766

*DOE (Kauai)*  
*University of Hawaii & Colleges (Kauai)*  
*All State Agencies (Kauai)*  
*County of Kauai*  
Brandon Chambless  
Phone : (808) 927-9594  
Fax : (808) 245-1657  
Email : [Brandon.Chambless@officedepot.com](mailto:Brandon.Chambless@officedepot.com)



## PC SPECIALISTS, INC. DBA TECHNOLOGY INTEGRATION GROUP (TIG)

Awarded: Vendor List for Printer Cartridges

Business and Warehouse Address:

1003 Bishop Street  
Pauahi Tower, Suite 1985  
Honolulu, HI 96813

Remittance Address:

PC Specialists, Inc.  
P.O. Box 103184  
Pasadena, CA 91189-3184  
Vendor Code: 255997-03

Contact Person(s):

Roland Yee (State of Hawaii Executive and Judiciary)

Phone: (808) 524-6652 x1562

Phone (mobile): (808) 675-8726

Fax: (808) 536-2845

Email: [Roland.Yee@tig.com](mailto:Roland.Yee@tig.com)

Mary Manalo (All Counties, K-12)

Phone: (808) 524-6652 x1560

Fax: (808) 536-2845

Email: [Mary.Manalo@tig.com](mailto:Mary.Manalo@tig.com)

Website: [www.tig.com](http://www.tig.com)