

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



BONNIE KAHAKUI
ADMINISTRATOR

STATE OF HAWAII
STATE PROCUREMENT OFFICE
P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 587-4700
email: state.procurement.office@hawaii.gov
<http://spo.hawaii.gov>

October 21, 2024

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

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

SUBJECT: **Change No. 1**
SPO Price List Contract No. 25-03
WINDOW ENVELOPES – STATEWIDE
IFB No. 25002
Order Deadline Date: October 23, 2024

The following change has been made to the price list contract:

1. Contractor's contact information is updated.

The current price list contract incorporating Change No. 1 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

If you have any questions, please contact Shannon Ota at (808) 586-0563 or shannon.j.ota@hawaii.gov.

TABLE OF CONTENTS:

Participating Jurisdictions1

Use of the Price List Contract, Exception to the Price List Contract 1

Points of Contact2

Use of this Price List Contract by Nonprofit Organizations2

Contractor.....2

Vendor Codes.....3

Compliance Pursuant to HRS §103D-310(c).....3

Purchasing Card (pCard).....3

Purchase Orders, SPO PL Contract No. 25-03.....3

State General Excise Tax (GET) and County Surcharge.....3

Payments.....3

Compliance Pursuant to HRS §103-53.....3

Vendor and Product Evaluation.....4

Price or Vendor List Contract Available on the Internet.....4

Ordering Instructions.....4

Price List.....5

Agency Requirements and Delivery Schedule.....6

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

**SPO Price List Contract No. 25-03
Includes Change No. 1
Effective: 10/22/2024**

THIS SPO PRICE LIST CONTRACT IS FOR AUTHORIZED BUSINESS USE ONLY

WINDOW ENVELOPES - STATEWIDE

(IFB No. 25002)

Requirements for Calendar Year 2025

ORDER DEADLINE DATE: OCTOBER 23, 2024

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

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 23, 2024, for calendar year 2025, 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 23, 2024, for calendar year 2025. 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*.

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	Shannon Ota	586-0563	586-0570	shannon.j.ota@hawaii.gov
HHSC	Nancy Delima	359-0994		ndelima@hhsc.org
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov

USE OF THIS PRICE LIST CONTRACT BY NONPROFIT ORGANIZATIONS. Pursuant to HRS §103D-804, nonprofit organizations with current purchase of service contracts (HRS chapter 103F) have been invited to participate in the SPO price and vendor list contracts.

A listing of these nonprofit organizations is available at the SPO website: <http://spo.hawaii.gov>. Click on *For Vendors > Non-Profits > Cooperative Purchasing Program > View the list of qualifying nonprofits eligible to participate in cooperative purchasing*.

If a nonprofit wishes to purchase from an SPO price or vendor list contract, the nonprofit must obtain approval from each Contractor (participation must be mutually agreed upon, for example). A Contractor may choose to deny participation by a nonprofit. However, if a nonprofit and Contractor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than an SPO price list Contractor(s).

CONTRACTOR. The following Contractor is authorized to provide Window Envelopes to the State of Hawaii.

EMSS, Inc.

Business Address:

98-746 Kuahao Place
Pearl City, HI 96782

Contact Person:

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

Remittance Address:

Same as business address

VENDOR CODES for annotation on purchase orders are obtainable from the *Alphabetical Vendor Edit Table Report* available at your department’s fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.

COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor named in the SPO Price List Contract No. 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.

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>.

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.

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

VENDOR AND PRODUCT EVALUATION. Form SPO-012, Evaluation: Vendor or Product, for the purpose of addressing concerns on this price list contract, is available to the agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

PRICE OR VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

ORDERING INSTRUCTIONS.

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

ORDERING on a timely basis is the responsibility of each agency. All orders shall be placed with the Contractor by October 23, 2024, for calendar year 2025. The Contractor is not obligated to accept any order received after the deadline date. The Contractor shall honor all orders received by the deadline date and deliver within the required delivery times. Contractor will communicate with agency if there are any issues with delivery and will work with agency on delivery schedule.

PROOFS. Proofs must be approved by each individual department before final run-off. Contractor shall contact the departmental coordinator to arrange for proof approvals.

DELIVERIES by the Contractor shall be made in accordance with the attached Agency Requirements and Delivery Schedule, or as specified on the order. Agencies shall be informed that the Contractor will be given 60 days to process their order. In the event an agency listed in the attached Agency Requirements and Delivery Schedule fails to submit its order, the Contractor shall automatically process the order in accordance with the Delivery Schedule.

INSPECTION. Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the vendor within five (5) working days from delivery date.

<u>Item No.</u>	<u>Description- All envelopes are standard #10, 4-1/8" x 9-1/2"</u>	<u>Price per Thousand (M)</u>
A	Security lined, White Wove, Single Window size: 1-1/8" x 4-1/2", positioned 1/2" from the bottom, 7/8" from the left edge	\$ 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 2025

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	8/15/2025	x	20,000								
B&F	Financial Administration Division (FAD)	250 S. Hotel Street, #302 Honolulu, HI 96813	2/28/2025	x	2,500								
DAGS	Accounting/Pre-Audit Branch	1151 Punchbowl Street, Rm 324 Honolulu, HI 96813	3/1/2025	x	2,500								
			3/1/2025	x		75,000							
			5/1/2025	x		100,000							
			7/1/2025	x		75,000							
			10/1/2025	x		75,000							
DAGS	Automotive Management Division (AMD)	869-A Punchbowl Street, Honolulu, HI 96813	1/16/2025	x	2,500								
DAGS	Administrative Services Office (ASO)	1151 Punchbowl Street, Rm 414 Honolulu, HI 96813	1/1/2025	x		1,500							
DAGS	Kauai District Office	1680 Haeukana Street Lihue, HI 96766	-		0	0	0	0	0	0	0	0	
DAGS	Public Works Division (PWD)	1151 Punchbowl Street, Room 422 Honolulu, HI 96813	1/31/2025	X	7,500								
DCR	ASO - Office Services	1177 Alakea Street, Rm 300 Honolulu, HI 96813	-	-	0	0	0	0	0	0	0	0	
DCR	Crime Victim Compensation Commission (CVCC)	1164 Bishop Street, Ste 1530 Honolulu, HI 96813	1/15/2025	x		2,500							
DCR	Fiscal Office	1177 Alakea Street, Rm 301 Honolulu, HI 96813	1/6/2025	x	500	500							
DHHL	Fiscal Office	91-5420 Kapolei Parkway Kapolei, HI 96707	1/15/2025	x	12,000								
			6/16/2025	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	
DHS	Administrative Appeals Office (AAO)	1390 Miller Street, Room 115 Honolulu, HI 96813	-		0	0	0	0	0	0	0	0	
DHS	Audit, Quality Control, and Research Office (AQCRO) - Hilo Office	DHS/AQCRO/QC-Hilo 75 Aupuni Street, Room 111 Hilo, HI 96720	5/1/2025	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	5/1/2025	x	500								
DHS	Audit, Quality Control, and Research Office (AQCRO) - Oahu Office	DHS/AQCRO/QC-Oahu 1390 Miller Street, Room 112 Honolulu, HI 96813	5/1/2025	x	2,500								
DHS	HPHA-AMP 30	99-132 Kohomua Street Aiea, HI 96701	1/2/2025	x	10,000								
DHS	HPHA-AMP 31	2250 Kalena Drive Honolulu, HI 96819	7/1/2025	x	1,000								
DHS	HPHA-AMP 32/33	521 N. Kukui Street Honolulu, HI 96817	1/1/2025	x	2,500								
DHS	HPHA-AMP 34	1545 Kalakaua Avenue Honolulu, HI 96826	1/5/2025	x	6,000								
DHS	HPHA-AMP 35	1220 Aala Street Honolulu, HI 96817	1/2/2025	x	3,000								

Calendar Year 2025

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	
DHS	HPHA-AMP 37	600 Wailoa Street Hilo, HI 96720	1/2/2025	x	2,500									
DHS	HPHA-AMP 38	4726 Malu Road Kapaa, HI 96746	1/2/2025	x	5,000									
DHS	HPHA-AMP 40	1532 Linapuni Street Honolulu, HI 96819	7/1/2025	x	2,500									
DHS	HPHA-AMP 44	85-172 McArthur Street Waianae, HI 96792	7/31/2025	x	500									
DHS	HPHA-AMP 45	45-1027 Kamau Place, #10E Kaneohe, HI 96744	7/1/2025	x	2,500									
DHS	HPHA-AMP 49	310 N. Cane Street Wahiawa, HI 96786	8/1/2025	x	2,500									
DHS	HPHA-AMP 50	2129-E Ahe Street, 18E Honolulu, HI 96816	1/2/2025	x	2,500									
DHS	HPHA-CO	1002 N. School Street, Bldg. G Honolulu, HI 96817	1/2/2025	x	2,500									
DHS	HPHA-CPO	1002 N. School Street, Bldg. G Honolulu, HI 96817	7/30/2025	x	1,000									
DHS	HPHA-FMO	1002 N. School Street, Bldg. M Honolulu, HI 96817	1/31/2025	x	10,000									
DHS	HPHA-HRO	1002 N. School Street, Bldg. B Honolulu, HI 96817	1/2/2025	x	500									
DHS	HPHA-MU 42	94-941 Kaulou Place, #A107 Waipahu, HI 96797	7/1/2025	x	3,000									
DHS	MedQuest/HCSB	601 Kamokila Blvd., Rm 506A Kapolei, HI 96707	2/1/2025	x										4,000
DHS	MedQuest/PPDO	601 Kamokila Blvd., Rm 518 Kapolei, HI 96707	1/1/2025	x	10,000									
DHS	Social Services	73-4257 Huliko Drive, #C Kailua-Kona, HI 96740	1/1/2025											500
DLE	Administrative Services Office (ASO)	715 S. King Street, Ste 409 Honolulu, HI 96813	1/15/2025	x		1,000								
DLIR	HIOSH - Boiler & Elevator	830 Punchbowl Street, Rm 425 Honolulu, HI 96813	1/15/2025	x	5,000									
DLNR	Bureau of Conveyance (BOC)	1151 Punchbowl Street, Rm 121 Honolulu, HI 96813	2/1/2025	x	12,500									
DLNR	Boating and Ocean Recreation (BOR)	4 Sand Island Access Road Honolulu, HI 96819	2/1/2025	x	32,500	5,000								
DLNR	Boating and Ocean Recreation (BOR) Hawaii	74-380 Kealakehe Parkway Kailua-Kona, HI 96740	2/1/2025	x	1,000									
DLNR	Land	1151 Punchbowl Street, Rm 220 Honolulu, HI 96813	9/1/2025	x	500									
DLNR	Land - Maui	130 Mahalani Street Wailuku, HI 96793	9/1/2025	x	1,000									
DoTax	Collection Division - Oahu Branch	830 Punchbowl Street, Rm 203 Honolulu, HI 96813	1/10/2025	X	12,500									
			6/6/2025	X	12,500									
DoTax	Compliance/Field Audit	830 Punchbowl Street, Rm 231 Honolulu, HI 96813	1/10/2025	x	1,000									
			6/5/2025	x	1,000									
DoTax	Compliance / Special Enforcement Section	830 Punchbowl Street, Rm 214 Honolulu, HI 96813	1/1/2025	x	2,000									
DoTax	Hawaii District Office	75 Aupuni Street, #101 Hilo, HI 96720	3/1/2025	x	7,000									
DoTax	Oahu District Office / Compliance / Office Audit	830 Punchbowl Street, Rm 228 Honolulu, HI 96813	2/1/2025	x	8,000									

Calendar Year 2025

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	
DoTax	Taxpayer Services & Processing / Document Processing	830 Punchbowl Street, Rm 126 Honolulu, HI 96813	1/10/2025	x	450,000									
			6/6/2025	x	450,000									
DOT	Airports Division	400 Rodgers Blvd., Suite 700 AF/P Honolulu, HI 96819	1/15/2025	x		500								
DOT	Harbors-Kauai District	3242 Waapa Road Lihue, HI 96766	1/1/2025	x										500
DOT	Harbors	79 S Nimitz Highway Honolulu, HI 96813	1/1/2025	x										5,000
DOT	Highways Division, Fiscal Office	869 Punchbowl Street, Rm 201 Honolulu, HI 96813	1/15/2025	x	3,000	3,000				3,000				
GOV	Administrative Services Office (ASO)	415 S. Beretania Street, #415 Honolulu, HI 96813	1/25/2025	x						2,000				
JUD	5th Judicial Circuit Court - Fiscal Division	3970 Ka'ana Street, Ste. 205 Lihue, HI 96766	1/5/2025	x						10,000				
JUD	5th Judicial Circuit Court - Juvenile Client & Family Services Branch	3970 Ka'ana Street, Ste. 205 Lihue, HI 96766	1/5/2025	x	2,500									
JUD	5th Judicial Circuit Court - Office of the Chief Court Administrator	3970 Ka'ana Street, Ste. 301 Lihue, HI 96766	1/5/2025	x	2,500									
JUD	5th Judicial Circuit Court - Special Services Division	3970 Ka'ana Street, Ste. 205 Lihue, HI 96766	1/15/2025	x	2,500									
JUD	District Court - Fiscal	1111 Alakea Street, 9th Floor Honolulu, HI 96813	1/1/2025	x		2,500								
JUD	District Court - TVB	1111 Alakea Street, 2nd Floor Honolulu, HI 96813	1/10/2025	x	25,000									
			5/2/2025	x	25,000									
JUD	Ewa District Court	870 Fourth Street Pearl City, HI 96782	1/3/2025	x	15,000									
			7/11/2025	x	15,000					2,500				
JUD	Family Court - Fiscal Mgmt & Suppt Svc Br	4675 Kapolei Parkway Kapolei, HI 96707	1/2/2025	x	0	0	0	0	0	0	0	0	0	0
JUD	Legal Documents Branch 2	1111 Alakea Street, 3rd Floor Honolulu, HI 96813	2/14/2025	x	3,000									
SEN	Accounting Office	415 S. Beretania Street, Rm 10 Honolulu, HI 96813	1/2/2025	x		1,000								
SEN	HR Office	415 S. Beretania Street, Rm 10 Honolulu, HI 96813	1/2/2025	x	500									
TOTALS BY ITEM NO.														
					1,222,000	342,500	0	0	17,500	0	0	0	0	10,000