



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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November 22, 2023

TO:           Executive Departments/Agencies           City and County of Honolulu  
              Department of Education           Honolulu City Council  
              (Excludes Charter Schools)       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  
              House of Representatives       County of Hawaii – Department of Water Supply  
              Senate                       County of Maui  
              Judiciary                   Maui County Council  
   County of Maui – Department of Water Supply  
   County of Kauai  
   Kauai County Council  
   County of Kauai – Department of Water

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

SUBJECT: **Change No. 29**  
              SPO Price and Vendor List Contract No. 17-02  
              **OFFICE SUPPLIES AND PRINTER CARTRIDGES - STATEWIDE**  
              RFP-17-006-SW  
              **Expires: May 4, 2024**

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

- The remittance address for PC Specialists, Inc. dba Technology Integration Group (TIG) is updated.

The price and vendor list contract incorporating Change No. 29 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 Carey Ann Sasaki at (808) 586-0575 or [careyann.r.sasaki@hawaii.gov](mailto:careyann.r.sasaki@hawaii.gov).

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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Price and Vendor List Contract No. 17-02**

Replaces SPO PL/VL Contract No. 11-07

Change No. 29

Effective: 11/24/2023

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

**OFFICE SUPPLIES AND PRINTER CARTRIDGES - STATEWIDE**

(RFP-17-006-SW)

**May 5, 2017 to May 4, 2024**

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

Executive Departments/Agencies	City and County of Honolulu (C&C Honolulu)
Department of Education (DOE)	Honolulu City Council
(Excludes Charter Schools)	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
House of Representatives (House)	County of Hawaii – Department of Water Supply
Senate	County of Maui
Judiciary	Maui County Council
	County of Maui – Department of Water Supply
	County of Kauai
	Kauai County Council
	County of Kauai – Department of Water

The participating jurisdictions are not required but may purchase from this price 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	Carey Ann Sasaki	586-0575	586-0570	<a href="mailto:careyann.r.sasaki@hawaii.gov">careyann.r.sasaki@hawaii.gov</a>
DOE (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	<a href="mailto:G-OFS-DOE-Procurement@k12.hi.us">G-OFS-DOE-Procurement@k12.hi.us</a>
HHSC	Nancy Delima	359-0994		<a href="mailto:ndelima@hhsc.org">ndelima@hhsc.org</a>

Jurisdiction	Name	Phone	FAX	E-mail
OHA	Christopher Stanley	594-1833	594-1865	<a href="mailto:chriss@oha.org">chriss@oha.org</a>
UH	Karlee Hisashima	956-8687	956-2093	<a href="mailto:karlee@hawaii.edu">karlee@hawaii.edu</a>
House	Brian Takeshita	586-6423	586-6401	<a href="mailto:takeshita@capitol.hawaii.gov">takeshita@capitol.hawaii.gov</a>
Senate	Carol Taniguchi	586-6720	586-6719	<a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>
Judiciary	Tritia Cruz	538-5805	538-5802	<a href="mailto:tritia.l.cruz@courts.hawaii.gov">tritia.l.cruz@courts.hawaii.gov</a>
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	<a href="mailto:bfspurchasing@honolulu.gov">bfspurchasing@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		<a href="mailto:fn_procurement@hbws.org">fn_procurement@hbws.org</a>
HART	Dean Matro	768-6246		<a href="mailto:dean.matro@honolulu.gov">dean.matro@honolulu.gov</a>
County of Hawaii	Diane Nakagawa	961-8440		<a href="mailto:Diane.Nakagawa@hawaiicounty.gov">Diane.Nakagawa@hawaiicounty.gov</a>
Hawaii County Council	Diane Nakagawa	961-8440		<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		<a href="mailto:jared.masuda@co.maui.hi.us">jared.masuda@co.maui.hi.us</a>
Maui County Council	Marlene Rebugio	270-7838		<a href="mailto:marlene.rebugio@mauicounty.us">marlene.rebugio@mauicounty.us</a>
County of Maui – Department of Water Supply	Kenneth L. Bissen	270-7684	270-7136	<a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@co.maui.hi.us</a>
County of Kauai	Ernest Barreira	241-4295	241-6297	<a href="mailto:ebarreira@kauai.gov">ebarreira@kauai.gov</a>
Kauai County Council	Codie Tabalba	241-4193	241-6349	<a href="mailto:ctabalba@kauai.gov">ctabalba@kauai.gov</a>
County of Kauai – Department of Water	Christine Erorita	245-5409	245-5813	<a href="mailto:cerorita@kauaiwater.org">cerorita@kauaiwater.org</a>

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

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

If a nonprofit wishes to purchase from an SPO price or vendor list contract, the nonprofit must obtain approval from each Contractor (participation must be mutually agreed upon, for example). A Contractor may choose to deny participation by a nonprofit. However, if a nonprofit and Contractor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than an SPO price 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. 17-02.

Conrad Enterprises, Inc.  
EDP Products Co., 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. 17-02. *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, 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. 17-02** 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. 17-02 shall be notated on the appropriate transaction document.

**PAYMENTS** are to be made to the remittance address of the Contractor(s). HRS §103-10, HRS, provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. Payments may also be made via pCard.

**STATE GENERAL EXCISE TAX (GET) AND COUNTY SURCHARGE** shall not exceed the following rates if seller elects to pass on the charges to its customers.

COUNTY	COUNTY SURCHARGE TAX RATE	STATE GET	MAX PASS-ON TAX RATE	EXPIRATION DATE OF SURCHARGE TAX RATE
C&C OF HONOLULU	0.50%	4.0%	4.7120%	12/31/2030
HAWAII	0.50%	4.0%	4.7120%	12/31/2030
COUNTY OF MAUI (including Molokai and Lanai)	0.0%	4.0%	4.1666%	No county surcharge
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.

**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.

**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.

# CONTRACTOR INFORMATION

## Conrad Enterprises, Inc.

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

Remittance Address:  
Same as business address

Contact Person(s):  
Cheryl Sasaki  
Phone: (808) 356-2361  
Fax: (808) 848-8916  
Email: [clsasaki@cehawaii.com](mailto:clsasaki@cehawaii.com)

Terri Sasaki  
Phone: (808) 356-2354  
Fax: (808) 848-8916  
Email: [tlsasaki@cehawaii.com](mailto:tlsasaki@cehawaii.com)

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

Note: Please visit our website for product information. Feel free to create a list and email us for pricing and availability.

## EDP Products Co., Inc.

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Business Address:  
99-1112 Iwaena Street  
Aiea, HI 96701

Remittance Address:  
Same as business address

Contact Person:  
Robynne Mahi  
Phone: (808) 486-8686  
Fax: (808) 488-9768  
Email: [robynne@edphawaii.com](mailto:robynne@edphawaii.com)

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

# CONTRACTOR INFORMATION

## Hawaii Stationery Co., Ltd. dba HSC Office Products

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

Remittance Address:  
HSC Office Products  
P.O. Box 1301  
Aiea, HI 96701

Contact Person(s):  
Lisa Rosehill-Castillo  
Amber Long  
Kayla Nakayama  
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

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Remittance Address:  
ODP Business Solutions, LLC  
P.O. Box 29248  
Phoenix, AZ 85038-9248

**Note: The Store Purchasing Card (SPC) which allowed user agencies to receive the contract pricing while shopping at Office Depot /OfficeMax retail stores has been discontinued. To receive contract pricing, customers may 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

*State agency (Public Safety)*  
Edelyn Ellwood  
Phone: (808) 961-0453  
Fax: (808) 676-3155  
Email: [edelyn.ellwood@odpbusiness.com](mailto:edelyn.ellwood@odpbusiness.com)



*DOE (Farrington, Campbell, Nanakuli, Waianae Complexes), City & County of Honolulu, University of Hawaii & Colleges (Oahu), State agencies (DOT, DOD, Budget & Finance, DAGS)*

LuAnn Nalaielua

Phone: (808) 452-0390

Fax: (808) 676-3155

Email: [luann.nalaielua@odpbusiness.com](mailto:luann.nalaielua@odpbusiness.com)

*DOE (Kaiser, Kalani, Kaimuki Complexes)*

Xavier De Greef

Phone: (808) 383-0164

Fax: (808) 676-3155

Email: [xavier.deGreef@odpbusiness.com](mailto:xavier.deGreef@odpbusiness.com)

*DOE (Windward District)*

Deborah Libby

Phone: (808) 726-5600

Fax: (808) 676-3155

Email: [deborah.libby@odpbusiness.com](mailto:deborah.libby@odpbusiness.com)

*DOE (Roosevelt, Aiea, Moanalua, Waipahu Complexes)*

Joanne Pettaway

Phone: (808) 265-1580

Fax: (808) 676-3155

Email: [joanne.pettaway@odpbusiness.com](mailto:joanne.pettaway@odpbusiness.com)

*DOE (McKinley, Radford, Kapolei Complexes)*

Cindi Ann Watanabe

Phone: (808) 927-7156

Fax: (808) 676-3155

Email: [cindiann.watanabe@odpbusiness.com](mailto:cindiann.watanabe@odpbusiness.com)

*DOE (Pearl City, Leilehua, Mililani, Waialua Complexes), DOH, DHS*

Crystal Horimoto

Phone: (808) 391-6361

Fax: (808) 676-3155

Email: [crystal.horimoto@odpbusiness.com](mailto:crystal.horimoto@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

*DOE, State agencies*  
Isabel Santos  
Phone: (808) 865-2045  
Fax: (808) 676-3155 (Oahu)  
Email : [isabel.santos@odpbusiness.com](mailto:isabel.santos@odpbusiness.com)

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

*University of Hawaii & Colleges (Big Island)*  
Edelyn Ellwood  
Phone: (808) 961-0453  
Fax: (808) 961-2737  
Email: [edelyn.ellwood@odpbusiness.com](mailto:edelyn.ellwood@odpbusiness.com)

**Maui/ Molokai/ Lanai**

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

Warehouse Address:  
80 South Hana Highway  
Kahului, HI 96732

*DOE (Maui, Molokai & Lanai)*  
Angela li  
Phone: (808) 268-5055  
Fax: (808) 871-6914  
Email : [angela.li@odpbusiness.com](mailto:angela.li@odpbusiness.com)

*University of Hawaii & Colleges (Maui), State Agencies (Maui, Molokai, Lanai)*  
LuAnn Nalaelua  
Phone: (504) 452-0390  
Fax: (808) 676-3155  
Email: [luann.nalaelua@odpbusiness.com](mailto:luann.nalaelua@odpbusiness.com)

*County of Maui*  
Troy Nelson  
Phone: (808) 646-3767  
Fax: (808) 871-6914  
Email: [troy.nelson@odpbusiness.com](mailto:troy.nelson@odpbusiness.com)

## **Kauai**

Kauai Customer Service

Phone: (808) 245-3303

Fax: (808) 245-1657

Email: [Kauai.Support@odpbusiness.com](mailto:Kauai.Support@odpbusiness.com)

Warehouse Address:

3145 Oihana Street

Lihue, HI 96766

*DOE (Kauai), State agencies, University of Hawaii & Colleges (Kauai)*

Brandon Chambless

Phone : (808) 927-9594

Fax : (808) 245-1657

Email : [Brandon.Chambless@officedepot.com](mailto:Brandon.Chambless@officedepot.com)

*County of Kauai*

Troy Nelson

Phone: (808) 646-3767

Fax: (808) 245-1657

Email: [troy.nelson@odpbusiness.com](mailto:troy.nelson@odpbusiness.com)

## **PC Specialists, Inc. dba Technology Integration Group (TIG)**

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Business Address:

1003 Bishop Street

Pauahi Tower, Suite 1250

Honolulu, HI 96813

Remittance Address:

P.O. Box 103184

Pasadena, CA 91189-3184

Contact Person(s):

Roland Yee (State of Hawaii Executive and Judiciary)

Phone: (808) 524-6652 x1562

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)

**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.

**Note:** The recycled office paper supply has been severely affected due to a fire that destroyed a major production facility. Therefore, if ODP Business Solutions, the awarded vendor of Group 2: Recycled Office Paper, is not able to provide recycled office paper, agencies may utilize the vendor list and reach out to the other vendors, Conrad Enterprises and Hawaii Stationery dba HSC Office Products to see if they are able to provide recycled office paper.

If recycled office paper is unavailable, agencies may utilize the vendor list and reach out to Conrad Enterprises, Hawaii Stationery dba HSC Office Products, and ODP Business Solutions to request for quotes for office paper that does not contain recycled content.

## **ORDERING INSTRUCTIONS.**

**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 and Hawaii, and 4% for transactions made on the islands of 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:*

Conrad Enterprises:	n/a
EDP:	n/a
Hawaii Stationery:	\$15,000.00
ODP:	\$150.00 for Lanai and Molokai*
TIG:	\$0

\*ODP Business Solutions: In the event the value of the order is less than \$150.00 and it is being delivered to Molokai or Lanai, there will be a Small Order Fee of \$65.00 which shall be added to the invoice as a separate line item.

**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:	Conrad Enterprises:	\$50.00/incident
	EDP:	\$45.00/incident
	Hawaii Stationery:	\$25.00/incident
	ODP:	None (if item is stocked on Oahu)
	TIG:	\$25.00/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

Agencies can purchase items on this price list (pgs 13-20) without obtaining additional quotes.

QUICK REFERENCE:	
GROUP 1: General Office Supplies	not awarded, go to vendor list instructions
GROUP 2: Recycled Office Paper	page 13
GROUP 3: OEM Printer Cartridges	page 15
GROUP 4: Dated Products	page 20

<u>description</u>	<u>brand name/product number</u>	<u>unit price</u>	<u>contractor</u>
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GROUP 1: GENERAL OFFICE SUPPLIES

Note: There is no awarded contractor for Price List, Group 1. Go to Vendor List instructions on page 21.

GROUP 2: RECYCLED OFFICE PAPER	ODP Business Solutions
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Note: If recycled office paper is unavailable, agencies may use the vendor list to get quotes for non-recycled office paper. For more details, see note under General Information on page 10.

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 / 054901PCTN OD SKU # 534217	\$62.30 ctn	ODP Business Solutions
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 / 054901CTN OD SKU # 116946	\$55.85 ctn	ODP Business Solutions
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 / 054904 OD SKU # 942363	\$75.60 ctn	ODP Business Solutions
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 / 054907 OD SKU # 942426	\$62.45 ctn	ODP Business Solutions

	<u>description</u>	<u>brand name/product number</u>	<u>unit price</u>	<u>contractor</u>
5	BOND, XEROGRAPHIC, Colored, dual purpose, No. 4, 20# sub, 500 shts/rm, 10 rms/ctn, 8-1/2" x 11", min. 30% recycled content	Xerox/ 3R11230 -Lilac, 3R11231 - Salmon, 3R20081 -Tan, 3R05857 - Green, 3R05856 -Blue, 3R20079 - Gray, 3R05862 -Ivory, 3R05861 - Goldenrod, 3R05860 -Buff, 3R05858 -Yellow, 3R05859 -Pink	\$60.90 ctn	ODP Business Solutions
6	BOND, XEROGRAPHIC, Colored, dual purpose, No. 4, 20# sub, 500 shts/rm, 10 rms/ctn, 8-1/2" x 14", min. 30% recycled content	Xerox / 3R20089 -Goldenrod, 3R20086 -Green, 3R20087-Ivory, 3R20084 -Blue, 3R20085 -Yellow	\$69.30 ctn	ODP Business Solutions
7	BOND XENOGRAPHIC, colored, dual purpose, No. 4, 20# sub, 500 shts/rm, 8-1/2" x 11", min. 30% recycled content	Xerox/ 3R11230 OD SKU # 478156 -Lilac, 3R11231 OD SKU # 478123 -Salmon, 3R20081 OD SKU # 860581 -Tan, 3R05857 OD SKU # 345645 -Green, 3R05856 OD SKU # 345637 -Blue, 3R20079 OD SKU # 345702 -Gray, 3R05862 OD SKU # 345694 - Ivory, 3R05861 OD SKU # 345686 -Goldenrod, 3R05860 OD SKU # 345678 -Buff, 3R05858 OD SKU # 345660 -Yellow, 3R05859 OD SKU # 345652 -Pink	\$6.09 rm	ODP Business Solutions
8	BOND XENOGRAPHIC, colored, dual purpose, No. 4, 20# sub, 500 shts/rm, 8-1/2" x 14", min. 30% recycled content	Xerox / 3R20089 OD SKU # 345769 -Goldenrod, 3R20086 OD SKU # 345728 -Green, 3R20087 OD SKU # 345777 -Ivory, 3R20084 OD SKU # 345710 - Blue, 3R20085 OD SKU # 345744 - Yellow	\$6.93 rm	ODP Business Solutions



	<u>description</u>	<u>brand name/product number</u>	<u>unit price</u>	<u>contractor</u>
<b>GROUP 3: PRINTER CARTRIDGES (OEM)</b>		<b>Hewlett-Packard (HP)</b>	<b>EDP Products Co., Inc.</b>	
9	HP Inkjet Print Cartridges, HP 61 – Black	HP #SCCH561WN	\$14.67 ea	EDP
10	HP Inkjet Print Cartridges, HP 61– Tri-color	HP #SCCH562WN	\$18.64 ea	EDP
11	<del>HP Inkjet Print Cartridges, HP 94 – Black</del>	<del>HP #SCC8765WN#140</del>	<del>\$17.77 ea</del>	Discontinued
12	<del>HP Inkjet Print Cartridges, HP 95 – Tri-Color</del>	<del>HP #SCC8766WN#140</del>	<del>\$16.24 ea</del>	Discontinued
13	<del>HP Inkjet Print Cartridges, HP 96 – Black</del>	<del>HP #SCC8767WN#140</del>	<del>\$33.21 ea</del>	Discontinued
14	HP Inkjet Print Cartridges, HP 901 – Black	HP #SCCC653AN	\$10.28 ea	EDP
15	HP Inkjet Print Cartridges, HP 901 – Tri-color	HP #SCCC656AN	\$17.33 ea	EDP
16	HP Inkjet Print Cartridges, HP 950XL – Black	HP #SCCN045AN	\$34.77 ea	EDP
17	HP Inkjet Print Cartridges, HP 951XL – Cyan	HP #SCCN046AN	\$24.24 ea	EDP
18	HP Inkjet Print Cartridges, HP 951XL – Magenta	HP #SCCN047AN	\$24.24 ea	EDP
19	HP Inkjet Print Cartridges, HP 951XL – Yellow	HP #SCCN048AN	\$24.24 ea	EDP
20	HP Inkjet Print Cartridges, HP 932XL – Black	HP #SCCN053AN	\$30.55 ea	EDP
21	HP Inkjet Print Cartridges, HP 933XL – Cyan	HP #SCCN054AN	\$14.64 ea	EDP
22	HP Inkjet Print Cartridges, HP 933XL – Magenta	HP #SCCN055AN	\$14.64 ea	EDP
23	HP Inkjet Print Cartridges, HP 933XL – Yellow	HP #SCCN056AN	\$14.64 ea	EDP
24	HP Inkjet Print Cartridges, HP 970XL – Black	HP #SCCN625AM	\$107.95 ea	EDP
25	HP Inkjet Print Cartridges, HP 971XL – Cyan	HP #SCCN626AM	\$106.94 ea	EDP
26	HP Inkjet Print Cartridges, HP 971XL – Magenta	HP #SCCN627AM	\$106.94 ea	EDP
27	HP Inkjet Print Cartridges, HP 971XL – Yellow	HP #SCCN628AM	\$106.94 ea	EDP

	<u>description</u>	<u>brand name/product number</u>	<u>unit price</u>	<u>contractor</u>
28	<del>HP LaserJet 1200, 1220, 3300, 3380, Black, High Yield</del>	HP #SCC7115X	<del>\$44.75 ea</del>	EDP
29	HP LaserJet 10XX / 30XX Series, M1005 mfp, M1319 mfp, Black (retail packaging)	HP #SCQ2612A	\$53.64 ea	EDP
30	HP LaserJet 10XX / 30XX Series, M1005 mfp, M1319 mfp, Black (white box packaging*)	HP #SCQ2612AC	\$55.24 ea	EDP
31	HP LaserJet 1160, 1320, 3390, Black	HP #SCQ5949A	\$65.06 ea	EDP
32	<del>HP LaserJet 1300, 1300n, 1300 Xi, Black</del>	<del>HP #SCQ2613X</del>	<del>\$72.23 ea</del>	EDP
33	<del>HP LaserJet 2300 Series, Black</del>	HP #SCQ2610A	<del>\$72.45 ea</del>	Discontinued
34	<del>HP LaserJet 4100, Black</del>	HP #SCC8061X	<del>\$114.99 ea</del>	Discontinued
35	HP LaserJet 4200, Black	HP #SCQ1338A	\$135.11 ea	EDP
36	HP LaserJet 4250, 4350, Black (retail packaging)	HP #SCQ5942X	\$206.82 ea	EDP
37	HP LaserJet 4250, 4350, Black (white box packaging*)	HP #SCQ5942YC	\$228.60 ea	EDP
38	HP LaserJet P2015, M2727 mfp, Black (retail packaging)	HP #SCQ7553X	\$90.08 ea	EDP
39	HP LaserJet P2015, M2727 mfp, Black (white box packaging*)	HP #SCQ7553XC	\$96.12 ea	EDP
40	HP LaserJet P4014, P4015, P4515, Black	HP #SCCC364A	\$140.86 ea	EDP
41	HP LaserJet P4015, P4515, Black, High Yield (retail packaging)	HP #SCCC364X	\$226.88 ea	EDP
42	HP LaserJet P4015, P4515, Black, High Yield (white box packaging*)	HP #SCCC364XC	\$217.66 ea	EDP

	<u>description</u>	<u>brand name/product number</u>	<u>unit price</u>	<u>contractor</u>
43	HP LaserJet CP2025, CM2320 mfp, Black (retail packaging)	HP #SCCC530A	\$95.58 ea	EDP
44	HP LaserJet CP2025, CM2320 mfp, Black (white box packaging*)	HP #SCCC530AC	\$88.74 ea	EDP
45	HP LaserJet CP2025, CM2320 mfp, Cyan (retail packaging)	HP #SCCC531A	\$94.35 ea	EDP
46	HP LaserJet CP2025, CM2320 mfp, Cyan (white box packaging*)	HP #SCCC531AC	\$87.65 ea	EDP
47	HP LaserJet CP2025, CM2320 mfp, Yellow (retail packaging)	HP #SCCC532A	\$94.35 ea	EDP
48	HP LaserJet CP2025, CM2320 mfp, Yellow (white box packaging*)	HP #SCCC532AC	\$87.65 ea	EDP
49	HP LaserJet CP2025, CM2320 mfp, Magenta (retail packaging)	HP #SCCC533A	\$94.35 ea	EDP
50	HP LaserJet CP2025, CM2320 mfp, Magenta (white box packaging*)	HP #SCCC533AC	\$87.65 ea	EDP
51	HP LaserJet P3015, M521/ M525 mfp, Black, High Yield (retail packaging)	HP #SCCE255X	\$175.94 ea	EDP
52	HP LaserJet P3015, M521/ M525 mfp, Black, High Yield (white box packaging*)	HP #SCCE255XC	\$164.95 ea	EDP
53	HP LaserJet P1606, M1536 mfp, Black (retail packaging)	HP #SCCE278A	\$63.21 ea	EDP
54	HP LaserJet P1606, M1536 mfp, Black (white box packaging*)	HP #SCCE278AC	\$59.12	EDP
55	HP LaserJet P1102, M1212/ 1217 mfp, Black (retail packaging)	HP #SCCE285A	\$54.86	EDP
56	HP LaserJet P1102, M1212/ 1217 mfp, Black (white box packaging*)	HP #SCCE285AC	\$52.55	EDP
57	HP LaserJet M4555 mfp, M601, M602, M603, Black	HP #SCCE390A	\$141.88	EDP
58	HP LaserJet M4555 mfp, M602, M603, Black, High Yield (retail packaging)	HP #SCCE390X	\$212.71 ea	EDP
59	HP LaserJet M4555 mfp, M602, M603, Black, High Yield (white box packaging*)	HP #SCCE390XC	\$205.30 ea	EDP

	<u>description</u>	<u>brand name/product number</u>	<u>unit price</u>	<u>contractor</u>
60	HP LaserJet M551, M570, M575 mfp, Black (retail packaging, standard yield)	HP #SCCE400A	\$121.62	EDP
61	HP LaserJet M551, M570, M575 mfp, Black (white box packaging*, high yield)	HP #SCCE400YC	\$161.90	EDP
62	HP LaserJet M551, M570, M575 mfp, Cyan (retail packaging, standard yield)	HP #SCCE401A	\$175.60	EDP
63	HP LaserJet M551, M570, M575 mfp, Cyan (white box packaging*, high yield)	HP #SCCE401YC	\$218.19	EDP
64	HP LaserJet M551, M570, M575 mfp, Yellow (retail packaging, standard yield)	HP #SCCE402A	\$175.60	EDP
65	HP LaserJet M551, M570, M575 mfp, Yellow (white box packaging*, high yield)	HP #SCCE402YC	\$218.19	EDP
66	HP LaserJet M551, M570, M575 mfp, Magenta (retail packaging, standard yield)	HP #SCCE403A	\$175.60	EDP
67	HP LaserJet M551, M570, M575 mfp, Magenta (white box packaging*, high yield)	HP #SCCE403YC	\$218.19	EDP
68	HP LaserJet M375nw mfp, M451, M475 mfp, Black, High Yield (retail packaging)	HP #SCCE410X	\$82.59	EDP
69	HP LaserJet M375nw mfp, M451, M475 mfp, Black, High Yield (white box packaging*)	HP #SCCE410XC	\$76.36	EDP
70	HP LaserJet M375nw mfp, M451, M475 mfp, Cyan (retail packaging)	HP #SCCE411A	\$94.80	EDP
71	HP LaserJet M375nw mfp, M451, M475 mfp, Cyan (white box packaging*)	HP #SCCE411AC	\$87.25	EDP
72	HP LaserJet M375nw mfp, M451, M475 mfp, Yellow (retail packaging)	HP #SCCE412A	\$94.80	EDP
73	HP LaserJet M375nw mfp, M451, M475 mfp, Yellow (white box packaging*)	HP #SCCE412AC	\$87.25	EDP
74	HP LaserJet M375nw mfp, M451, M475 mfp, Magenta (retail packaging)	HP #SCCE413A	\$94.80	EDP
75	HP LaserJet M375nw mfp, M451, M475 mfp, Magenta (white box packaging*)	HP #SCCE413AC	\$87.25	EDP
76	HP LaserJet P2035, P2055, Black (retail packaging)	HP #SCCE505A	\$74.96	EDP

	<u>description</u>	<u>brand name/product number</u>	<u>unit price</u>	<u>contractor</u>
77	HP LaserJet P2035, P2055, Black (white box packaging*)	HP #SCCE505AC	\$67.80	EDP
78	HP LaserJet P1505, M1522n mfp, Black (retail packaging)	HP #SCCB436A	\$53.90	EDP
79	HP LaserJet P1505, M1522n mfp, Black (white box packaging*)	HP #SCCB436AC	\$55.50	EDP
80	HP LaserJet M251, M276 mfp, Black	HP #SCCF210A	\$56.02	EDP
81	HP LaserJet M251, M276 mfp, Cyan	HP #SCCF211A	\$68.21	EDP
82	HP LaserJet M251, M276 mfp, Yellow	HP #SCCF212A	\$68.21	EDP
83	HP LaserJet M251, M276 mfp, Magenta	HP #SCCF213A	\$68.21	EDP
84	HP LaserJet M401, M425, Black, High Yield (retail packaging)	HP #SCCF280X	\$136.34	EDP
85	HP LaserJet M401, M425, Black, High Yield (white box packaging*)	HP #SCCF280XC	\$126.23	EDP
86	<del>HP LaserJet 4345 mfp, M4345 mfp, Black (retail packaging, standard yield)</del>	<del>HP #SCQ5945A</del>	<del>\$155.07</del>	<del>EDP</del>
87	HP LaserJet 4345 mfp, M4345 mfp, Black (white box packaging*, high yield)	HP #SCQ5945YC	\$197.79	EDP
88	HP LaserJet P3005, M3027 mfp, M3035 mfp, Black, High Yield (retail packaging)	HP #SCQ7551X	\$130.33	EDP
89	HP LaserJet P3005, M3027 mfp, M3035 mfp, Black, High Yield (white box packaging*)	HP #SCQ7551XC	\$134.64	EDP

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

	<u>description</u>	<u>brand name/product number</u>	<u>unit price</u>	<u>contractor</u>
<b>GROUP 4: DATED PRODUCTS</b>				<b>CONRAD ENTERPRISES, INC.</b>
90	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	AT A GLANCE/E51750	\$7.22 ea	Conrad
91	Wall/Desk Calendar, ~21-3/4" 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/SK2400	\$3.27 ea	Conrad
92	12-Month Wall Calendar, 24" x 36", reversible (vertical year on one side, horizontal year on the other side)	AT A GLANCE/PM21228	\$10.87 ea	Conrad
93	Weekly, Professional Appointment Book, 8" x 11", 1 week per two pages, 1/4-hour appointments, limited times on weekends, nonrefillable, Black	AT A GLANCE DAY MINDER/G52000	\$8.21 ea	Conrad
94	Monthly, 6-7/8" x 8-3/4", 1 month per two pages, memo section, nonrefillable, Black	AT A GLANCE DAY MINDER/G40000	\$6.74 ea	Conrad
95	Monthly, 7-7/8" x 11-7/8", 1 month per two pages, 14-months (Dec.-Jan.), ruled daily squares, nonrefillable, Black	AT A GLANCE DAY MINDER/G47000	\$4.85 ea	Conrad

FOR ALL DATED PRODUCTS: Please note that orders for the following calendar year should be placed before September 30 of that year to guarantee availability.

# VENDOR LIST INSTRUCTIONS

## MINIMUM NUMBER OF QUOTATIONS.

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 order item 9: HP Inkjet Print Cartridges, HP 61 - Black. On the Price List, the brand and product number is listed as HP #SCCH561WN from EDP Products Co., Inc. at \$12.68/each. You can order HP #SCCH561WN from EDP Products Co., Inc. at \$12.68/each without obtaining quotes. However, if you want to order the same printer cartridge but do NOT want to order from EDP Products Co., Inc., then you must obtain two (2) quotes from the other Printer Cartridge Vendors for Hewlett-Packard listed on page 21.

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 is listed below.

- Conrad Enterprises
- Hawaii Stationery dba HSC Office Products
- ODP Business Solutions

**SPO Price and Vendor List Contract No. 17-02** 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. 17-02 shall be notated on the appropriate transaction document.

## OFFICE SUPPLY PRODUCT CATEGORIES

This SPO vendor List shall apply only to the below categories of office supply products:

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
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	chair mats
Clips, Tacks and Rubber bands	binder clips, paper clips, bulldog clips, panel clips, 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)



Category:	Includes (but is not limited to):
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	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	CDs, DVDs, Data Tapes, Diskettes, VHS Tapes, cassette tapes, tape cartridges, CD and DVD cases, CD and DVD storage
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	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
Typewriters and Ribbons	typewriters and ribbons

For all Office Supply Product 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 below manufacturers of printer cartridges. The approved vendor(s) for each manufacturer is listed below in alphabetical order.

Manufacturer	Vendor(s)	Information on OEM Compatibles, if applicable
Brother	Conrad Enterprises EDP Hawaii Stationery ODP Business Solutions TIG	
Canon	Conrad Enterprises EDP Hawaii Stationery ODP Business Solutions TIG	
Clover/Dataproducs	Conrad Enterprises Hawaii Stationery ODP Business Solutions TIG	Product Information: <a href="http://www.cloverttech.com/">http://www.cloverttech.com/</a>
Clover/CTG	Conrad Enterprises EDP Hawaii Stationery ODP Business Solutions TIG	Product Information: <a href="http://www.cloverttech.com/">http://www.cloverttech.com/</a>
Clover/GRC	Conrad Enterprises Hawaii Stationery ODP Business Solutions TIG	Product Information: <a href="http://www.cloverttech.com/">http://www.cloverttech.com/</a>
Dell	Conrad Enterprises EDP Hawaii Stationery ODP Business Solutions TIG	
Epson	Conrad Enterprises EDP Hawaii Stationery ODP Business Solutions TIG	
Genicom	Conrad Enterprises EDP Hawaii Stationery	
Grenk	Hawaii Stationery	
Guy Brown Products	Hawaii Stationery	

Manufacturer	Vendor(s)	Information on OEM Compatibles, if applicable
Hewlett-Packard	Conrad Enterprises EDP Hawaii Stationery ODP Business Solutions TIG	
IBM	EDP Hawaii Stationery	
Kodak	Hawaii Stationery	
Konica Minolta	Conrad Enterprises EDP Hawaii Stationery TIG	
Kyocera	Conrad Enterprises EDP Hawaii Stationery	
Lanier	Conrad Enterprises EDP Hawaii Stationery	
Lexmark	Conrad Enterprises EDP Hawaii Stationery ODP TIG	
Okidata	Conrad Enterprises EDP Hawaii Stationery ODP TIG	
Panasonic	Conrad Enterprises EDP Hawaii Stationery TIG	
Printer Essentials	TIG	Website: <a href="https://www.printeressentials.com">https://www.printeressentials.com</a>
Ricoh	Conrad Enterprises EDP Hawaii Stationery TIG	
Samsung	Conrad Enterprises EDP Hawaii Stationery ODP TIG	

Manufacturer	Vendor(s)	Information on OEM Compatibles, if applicable
Sharp	Conrad Enterprises EDP Hawaii Stationery TIG	
Toshiba	Conrad Enterprises EDP Hawaii Stationery	
Xerox	Conrad Enterprises EDP Hawaii Stationery ODP TIG	

For all Printer Cartridge Manufacturers listed above, agencies will receive percentage discounts off the manufacturer's list price.