

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



BONNIE KAHAKUI  
ADMINISTRATOR  
  
DAYNA OMIYA  
ASSISTANT ADMINISTRATOR

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

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Tel: (808) 587-4700  
email: [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)  
<http://spo.hawaii.gov>

June 5, 2026

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

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

SUBJECT: **\*\*\*NOTICE 22-02-A\*\*\***  
SPO Price List Contract No. 22-02  
Letterheads, Imprinted Envelopes, and Business Cards - Statewide  
IFB-21-002-SW  
Expires: July 31, 2026

The State Procurement Office (SPO) Price List No. 22-02 for Letterheads, Imprinted Envelopes, and Business Cards – Statewide will expire on July 31, 2026. A purchase order is valid if executed prior to July 31, 2026.

Departments are advised to utilize an applicable procurement method, such as small purchase or competitive sealed bid, to purchase Letterheads, Imprinted Envelopes, and Business Cards.

Agencies may use Hawaii Correctional Industries (HCI) for products and services. More information may be found in [Procurement Circular No. 2006-04, Amendment 6](#) available at <https://spo.hawaii.gov/references/procurement-circulars/>.

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