



UNIVERSITY
of HAWAII[®]
SYSTEM

August 22, 2007

OPRPM CIRCULAR NO. 08-002

TO: All Fiscal Officers

FROM: Duff Zwald
Director

A handwritten signature in black ink, appearing to read "Duff Zwald", written over a horizontal line.

SUBJECT: Contract No. C070002 with Hawai'i Correctional Industries for Printing and Delivery of Systemwide Stationery and Business Cards on a Requirements Basis for the University of Hawai'i

REFERENCE: OPRPM Circular No. 07-002 (August 14, 2006)

The University does not intend not to renew the subject contract which will expire on **August 31, 2007**.

Effective September 1, 2007, departments shall utilize the State Procurement Office Price List No. 01-15 (<http://www4.hawaii.gov/spo/pricefiles/01-15cr12.pdf>) with Hawai'i Correctional Industries for printing and delivery of systemwide stationery (letterheads, memos, envelopes) and business cards. Any exceptions to the use of the price list shall be reviewed on a case-by-case basis with the submission of OPRPM Form 96, Request for Authorization to Purchase Outside of University Contract or State Procurement Office Price List (Waiver Form), which can be obtained at <http://www.hawaii.edu/svpa/apm/a8200/Forms/Form96.pdf>.

In addition to the terms and conditions of SPO Price List No. 01-15, the following procedures shall apply:

1. General Information

Any department desiring to purchase printed letterheads, memos, envelopes, or business cards shall follow the guidelines below:

- a. All information on the letterheads, envelopes and business cards shall include the appropriate Hawaiian diacritical marks; and

- b. All University of Hawai'i letterheads shall include the caption "An Equal Opportunity/Affirmative Action Institution."
2. For all printing requests of systemwide stationery (letterhead, memos, envelopes and business cards),
 - a. Department shall:
 - 1) Prepare a purchase order to Hawai'i Correctional Industries for printing (business cards require approval from respective dean, director, or chair);
 - 2) Attach sample(s) of the items that need printing, with changes if desired; and
 - 3) Transmit above to:

Creative Services, Bachman Annex 2

(NOTE: **DO NOT** send orders directly to Hawai'i Correctional Industries. Designs for letterheads, envelopes and business cards are standard. Hawai'i Correctional Industries will only accept and process orders received from Creative Services. In addition, other designs submitted to Creative Services will be changed to conform to the standard.)
 - b. Creative Services shall:
 - 1) Check for previous files for business cards or negatives for stationery if no changes are necessary;
 - 2) Provide a proof via facsimile to requesting department for approval if a new file is required;
 - 3) Upon approval, transmit purchase order and stationery/business cards to Hawai'i Correctional Industries; and
 - 4) Maintain and store files and negatives when printing is completed.
 - c. Hawaii Correctional Industries shall:
 - 1) Pick up purchase orders from Creative Services and print the orders;

- 2) Deliver samples and negatives for stationery and/or business cards to Creative Services.
 - 3) Reprint any order that does not meet the standard set by Creative Services;
 - 4) Deliver finished product to requesting department; and
 - 5) Invoice departments.
3. Composition of Media;
- a. Camera ready artwork (600 dpi laser output) delivered via campus mail, or
 - b. Computer files of letterheads, envelopes and business cards that have been formatted by Creative Services and approved by requesting departments may be available to departments via e-mail, or on CD provided by the departments. Allow TWENTY (20) working days for delivery of files from the date Creative Services receives request with approval and information to be placed in files.
4. Information to be included on the purchase order;
- a. Item number
 - b. Description
 - c. Quantity
 - d. Unit Price
 - e. Total Price
 - f. Name, Telephone and **Fax Number** of the Person Ordering
 - g. Signature of Approving Authority
 - h. Delivery Address
 - i. Billing Address
 - j. "SPO Price List No. 01-15"

Note: Purchase orders with samples of letterhead, envelope and/or business card will permit quicker processing by Hawai'i Correctional Industries.

Hawai'i Correctional Industries does not charge tax; therefore, taxes should not be included on the purchase order.

Questions pertaining to this circular may be directed to Kurt Minato, Procurement Specialist, Office of Procurement and Real Property Management, telephone (808) 956-7159 or Joy Hakoda, Publications Manager, Creative Services, telephone (808) 956-3440.