MEMORANDUM

TO: University Departments and Programs

FROM: Duff Zwald
    Director

REFERENCE: OPRPM Circular No. 11-004

SUBJECT: Use of State Procurement Office Price and Vendor List Contracts

The State Procurement Office (SPO) has reinstated the University's participation in certain SPO price and vendor list contracts as provided in this circular. Please note that University departments and programs are not allowed to use those SPO price and vendor list contracts that were established by SPO during the period of July 1, 2010 through June 30, 2012. As such, University programs and departments are advised to review each SPO price and vendor list carefully to ensure that the University’s participation is allowed.

For those SPO price and vendor list contracts that the University is allowed to utilize, University departments and programs must adhere to, and carefully follow, the instructions and guidelines provided for within each price and vendor list contract for purposes of ordering. SPO price and vendor list contracts can be found at http://spo3.hawaii.gov/pvl/price-vendor-lists.

The SPO price and vendor list contracts that the University is currently allowed to utilize are summarized below:

1. **SPO Price List Contract 01-15, Letterhead, Envelopes and Business Cards**
   A) **Contractor**
   Department of Public Safety
   Hawaii Correctional Industries (HCI)
   B) **Term**
   Continuous

2. **SPO Price List Contract 01-21, Padded Standard Forms**
   A) **Contractor**
   Department of Public Safety
   Hawaii Correctional Industries (HCI)
   B) **Term**
   Continuous
3. **SPO Vendor List Contract 02-45, Products and Services Furnished by Qualified Community Rehabilitation Programs - Statewide**

   A) **Qualified Community Rehabilitation Program Providers**

   1) The Arc of Hilo
   2) The Arc of Kona
   3) Brantley Center, Inc.
   4) Goodwill Industries of Hawaii, Inc.
   5) Ka Lima O Maui, Ltd.
   6) Lanakila Pacific
   7) Opportunities and Resources, Inc.

   B) **Term**

   Continuous

4. **SPO Vendor List Contract 05-13, Public Safety Communications Equipment and Services - Statewide**

   A) **Vendors**

   1) Alcatel-Lucent USA Inc.
   2) Aviat U.S. Inc.
   3) EF Johnson
   4) Harris RFCD
   5) ICOM America, Inc.
   6) Kenwood U.S.A. Corporation
   7) Motorola Solutions, Inc.

   B) **Term**

   Expires on October 29, 2013

5. **SPO Vendor List Contract 08-02, Data Communications Equipment and Associated OEM Maintenance & Training - Statewide**

   A) **Vendors**

   1) Alcatel-Lucent USA Inc.
   2) Brocade Communication Systems, Inc.
   3) Cisco Systems, Inc.
   4) Enterasys Networks, Inc.
   5) Hewlett Packard Company
   6) Juniper Networks (US), Inc.
   7) Meru Networks, Inc.

   B) **Term**

   Expires on May 31, 2014
6. **SPO Vendor List Contract 08-13, Internet Portal Manager and Services Provider**

   A) **Vendor**

   Hawaii Information Consortium, LLC

   B) **Term**

   Expires on January 3, 2013

7. **SPO Vendor List Contract 09-01, Energy Savings Performance Contracting Services**

   A) **Vendors**

   1) Ameresco/Pacific Energy JV
   2) Chevron U.S.A. Inc.
   3) Honeywell International Inc.
   4) Johnson Controls Inc.
   5) Noresco LLC
   6) Trane U.S. Inc.

   B) **Term**

   Expires on November 30, 2012

8. **SPO Price List Contract 09-10, Telephone Services and Equipment – Statewide**

   A) **Vendor**

   Hawaiian Telcom, Inc.

   B) **Term**

   Expires on January 13, 2014

9. **SPO Price List Contract 09-13, Ballast (Electronic and High Density Discharge) – Oahu Only**

   A) **Vendor**

   Alpha Supply, LLC

   B) **Term**

   Expires on December 31, 2012
10. **SPO Price List Contract 09-16, Bulk Deliveries for Gasoline and Diesel Fuel – Hawaii, and 09-16 Hawaii, Base Unit Price per Gallon Excluding Taxes**

    A) **Vendor**

    Hawaii Petroleum, Inc.

    B) **Term**

    Expires on March 31, 2013

11. **SPO Price List Contract 09-17, Bulk Deliveries for Gasoline and Diesel Fuel – Maui, and 09-17 Maui, Base Unit Price per Gallon Excluding Taxes**

    A) **Vendor**

    Maui Petroleum, Inc.

    B) **Term**

    Expires on March 31, 2013

12. **SPO Price List Contract 09-18, Bulk Deliveries for Gasoline and Diesel Fuel – Oahu, and 09-18 Oahu, Base Unit Price per Gallon Excluding Taxes**

    A) **Vendor**

    Garlow Petroleum, Inc.

    B) **Term**

    Expires on March 31, 2013

13. **SPO Vendor List Contract No. 10-01, Computer Equipment, Peripherals and Related Services**

    A) **Vendors**

    1) Ace Technology Partners
    2) Apple Inc.
    3) Computer Technology Link
    4) Dell Marketing L.P.
    5) EMC Corporation
    6) Fujitsu America, Inc.
    7) Hewlett Packard Company
    8) Grace Global Corporation
    9) Howard Technology Solutions
    10) IBM Corporation
    11) Lenovo (United States) Inc.
    12) Lexmark International, Inc.
    13) NetApp, Inc.
14) Oracle America, Inc.
15) Ricoh Americas Corp.

B) Term
Expires on August 31, 2014

14. SPO Price List Contract 10-06, Newspaper Publication – Statewide

A) Vendors
1) Honolulu Star Advertiser (Oahu, Lanai, Molokai)
2) The Maui News (Maui)
3) Hawaii Tribune-Herald (Hilo – East Hawaii)
4) West Hawaii today (Kona – West Hawaii)
5) The Garden Island and Island Shopper (Kauai)

B) Term
Expires on:

October 31, 2013 for publishers on Maui, Hawaii and Kauai
June 30, 2013 with Honolulu Star Advertiser for Oahu, Molokai and Lanai

15. SPO Price List Contract No. 10-08, Disposable Polyethylene Bags – Statewide

A) Vendors
1) Island Plastic Bags, Inc.
2) Ventures Associates, Inc.

B) Term
Expires on February 28, 2013

16. SPO Vendor List Contract No. 13-04, Legal Subscription Services – Statewide

A) Vendor
LexisNexis, a Division of Reed Elsevier Inc.

B) Term
Expires on March 31, 2013
17. **SPO Vendor List Contract No. 13-06, Auto Parts – Statewide**

A) **Vendor**

Napa Auto Parts  
(Various locations throughout the State)

B) **Term**

Expires on December 31, 2012

18. **SPO Price List Contract No. 13-14, Gasoline/Diesel Fueling & Credit Card Services for Oahu, Maui and Hawaii including:**

- SPO Price List Contract No. 13-14-B, Maui Petroleum Application
- SPO Price List Contract No. 13-14-C, Hawaii Petroleum Application
- SPO Price List Contract No. 13-14-Hawaii, Price per Gallon
- SPO Price List Contract No. 13-14-Maui, Price per Gallon
- SPO Price List Contract No. 13-14-Oahu, Price per Gallon

A) **Vendors**

1) Aloha Petroleum, Ltd. for Oahu  
2) Maui Petroleum Inc. for Maui  
3) Hawaii Petroleum, Inc. for Hawaii

B) **Term**

Expires on September 30, 2013

When utilizing the abovementioned SPO Price and Vendor List Contracts, University departments and programs are reminded of the following:

1) **Ordering**

Purchase orders shall be issued and payments shall be made directly to the vendor. pCards may be utilized if the order is within the pCard holders purchasing limits. SPO Price and Vendor List numbers shall be typed on all purchase orders and referenced for all pCard purchases. Any orders of $25,000.00 or more shall be submitted to OPRPM for approval.

2) **OPRPM Form 95, Determination of Cost and Price Reasonableness**

An OPRPM Form 95, Determination of Cost or Price Reasonableness, as required under APM A8.285, must be completed for purchases exceeding $2,500.00 whenever applicable. The Form 95 should be retained in the fiscal officer’s files if the amount of purchase is within the fiscal authority’s purchasing authority or should be submitted to OPRPM, as applicable.
3) **Certificate of Vendor Compliance**

Prior to awarding of each price and vendor list contract, SPO verified compliance for each vendor pursuant to 103D-310(c), Hawaii Revised Statutes. SPO will continue to monitor each vendor for compliance via the Hawaii Compliance Express. Therefore, University departments and programs are not required to verify vendor compliance prior to issuing a purchase order or utilizing a pCard.

All technical questions pertaining to specific product and service specifications may be directed to the contact person(s) designated on the SPO price and vendor lists. OPRPM will continue to provide updates to the SPO price and vendor list contracts as they become available. If there are any questions, please contact Matthew Chow, (chowmatt@hawaii.edu), or Karlee Hisashima, (karlee@hawaii.edu), telephone (808) 956-8687.