



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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June 3, 2014

TO: Executive Department/Agencies City & County of Honolulu (C&C of Honolulu)
 Department of Education (DOE) Honolulu City Council
 (Excludes Charter Schools) Honolulu Board of Water Supply
 Hawaii Health Systems Corporation Honolulu Authority for Rapid Transportation (HART)
 (HHSC) County of Hawaii
 University of Hawaii (UH) Hawaii County Council
 Office of Hawaiian Affairs (OHA) County of Hawaii-Hawaii Department of Water Supply
 House of Representatives (House) County of Maui
 Senate Maui County Council
 Judiciary County of Maui-Department of Water Supply
 County of Kauai
 Kauai County Council
 County of Kauai-Department of Water

FROM: Sarah Allen *Sarah Allen*
 Administrator

SUBJECT: **Change No. 2**
 SPO Vendor List Contract No. 13-17
 WALK-IN BUILDING SUPPLIES / CARPENTRY SUPPLIES / HOME IMPROVEMENT
 SUPPLIES AND RELATED MATERIAL - STATEWIDE
 Expires July 31, 2017
 WSCA-NASPO Contract No. MA087

The following changes are made to the vendor list contract:

- Extend contract thru July 31, 2017
- Update Point of Contact information for the following jurisdictions:
 - OHA
 - County of Maui

The current vendor list contract incorporating Change No. 2 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 Wendy Ebisui at (808) 586-0563 or email wendy.mo.ebisui@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Vendor List Contract No. 13-17
Includes Change No. 2
Revised 06/03/2014

**WSCA-NASPO
WALK-IN BUILDING SUPPLIES/CARPENTRY SUPPLIES/HOME IMPROVEMENT
SUPPLIES AND RELATED MATERIAL - STATEWIDE**
(WSCA-NASPO Contract No. MA087)
October 7, 2013 to July 31, 2017

INFORMATION ON WSCA-NASPO

The State of Hawaii is a member of the Western States Contracting Alliance (WSCA) – National Association of State Procurement Officials (NASPO). WSCA-NASPO is a cooperative group-contracting consortium for state government departments, institutions of higher education, agencies and political subdivisions (e.g. colleges, school districts, counties, cities, etc.) for the 50 states, the District of Columbia and the organized US territories. WSCA-NASPO seeks to achieve price discounts by combining the requirements of multi-state governmental agencies, and cost-effective and efficient acquisition of quality products and services.

The State of Utah is the current lead agency and contract administrator for the WSCA-NASPO Walk-In Building Supplies/Carpentry Supplies/Home Improvement Supplies and Related Material contract. A request for competitive sealed proposals was issued on behalf of WSCA-NASPO and contracts were awarded to two qualified Contractors. The State of Hawaii has signed a Participating Addendum with one Contractor.

The Walk-In Building Supplies/Carpentry Supplies/Home Improvement Supplies and Related Material contract allows participating jurisdictions/agencies to walk-in to the store and obtain a percentage off retail.

For additional information on this contract, visit the WSCA-NASPO website at www.aboutwsca.org.



PARTICIPATING JURISDICTIONS listed below have signed a memorandum of agreement with the SPO and are authorized to utilize this vendor list contract:

- Executive Department/Agencies
- Department of Education (DOE)
(Excludes Charter Schools)
- Hawaii Health Systems Corporation (HHSC)
- University of Hawaii (UH)
- Office of Hawaiian Affairs (OHA)
- House of Representatives (House)
- Senate
- Judiciary
- City & County of Honolulu (C&C of Honolulu)
- Honolulu City Council
- Honolulu Board of Water Supply
- Honolulu Authority for Rapid Transportation (HART)
- County of Hawaii
- Hawaii County Council
- County of Hawaii-Department of Water Supply
- County of Maui
- 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 vendor list contract, and request for exception from the contract is not required. Participating jurisdictions are allowed to purchase from other contractors; however, HRS chapter 103D and the procurement rules apply to purchases by using the applicable method of procurement and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources is at the discretion of the participating jurisdiction.

POINTS OF CONTACT. Questions regarding the products, 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	Wendy Ebisui	586-0563	586-0570	wendy.mo.ebisui@hawaii.gov
DOE (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	DOEProcure@notes.k12.hi.us
HHSC	Joe Evanoff	733-4168	733-4460	jevanoff@hhsc.org
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
UH	Matthew Chow (Primary) Karlee Hisashima	956-2765 956-8687	956-2096 956-2093	chowmatt@hawaii.edu karlee@hawaii.edu
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	bfs purchasing@honolulu.gov

Honolulu City Council	Clayton Wong	527-5654	523-4220	cwong@honolulu.gov
Honolulu Board of Water Supply	Vicki Kitajima	748-5151	550-9193	vkitajima@hbws.org
HART	Paula Youngling	768-6241	587-6080	pyoungling@honolulu.gov
County of Hawaii	Jeffrey Dansdill	961-8440	961-8248	jdansdill@co.hawaii.hi.us
Hawaii County Council	Jeffrey Dansdill	961-8440	961-8248	jdansdill@co.hawaii.hi.us
County of Hawaii-Department of Water Supply	Ka'iulani Matsumoto	961-7222	961-8657	kmatsumoto@hawaiidws.org
County of Maui	Greg King	249-2403 x30	249-0839	greg.king@co.maui.hi.us
Maui County Council	Ross Izumigawa	270-7661	270-7686	ross.izumigawa@mauicounty.us
County of Maui-Department of Water Supply	Kenneth L. Bissen Holly Perdido	270-7684 270-7684	270-7136	ken.bissen@co.maui.hi.us holly.perdido@co.maui.hi.us
County of Kauai	Florence Kakuda	241-4294	241-6297	fkakuda@kauai.gov
Kauai County Council	Lisa Ishibashi Scott Sato	241-4820 241-4810	241-6349	lishibashi@kauai.gov ssato@kauai.gov
County of Kauai-Department of Water	Fay Tateishi	245-5426	245-5813	ftateishi@kauaiwater.org

USE OF THIS VENDOR 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 vendor list contracts.

A listing of these nonprofit organizations is available on 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 interested, these nonprofits will contact the vendor to obtain concurrence on their participation.

If a nonprofit wishes to purchase from a SPO vendor list contract, the nonprofit must obtain approval from each vendor, i.e., participation must be mutually agreed upon. A vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a SPO vendor list contract vendor.

VENDORS. The following contractor(s) are authorized to provide Walk-In Building Supplies/Carpentry Supplies/Home Improvement Supplies and Related Material. They have signed a Master Agreement with the State of Utah and a Participating Addendum with the Hawaii State Procurement Office.

Lowe's Home Centers LLC

VENDOR COMPLIANCE. Prior to awarding a contract, the SPO verified compliance of the contractor(s) with all laws governing entities doing business in the State pursuant to HRS §103D-310(c), and SPO will monitor compliance throughout the term of the contract via *Hawaii Compliance Express (HCE)*. Therefore, purchasing agencies are not required to verify vendor compliance.

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive Departments/Agencies, excluding DOE, HHSC, OHA and UH for orders totaling less than \$2,500. For purchases \$2,500 or more, agencies may use the pCard, subject to its credit limit.

PURCHASE ORDERS shall not be used for this contract.

SPO VL CONTRACT NO. 13-17 AND WSCA-NASPO CONTRACT NO. MA087 shall be notated on the appropriate transaction document.

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

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.

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

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.

OVERVIEW OF VENDOR LIST CONTRACT:

This WSCA-NASPO contract allows agencies to place orders by phone, fax or by walking in-store. Purchased items can be carried-out after payment, picked-up via will-call, or delivered. Agencies will need to show their Lowe's Government Contract Key-fob upon checkout to receive a 5% point-of-sale discount, which will be reflected on the cash register receipt. Volume discounts are available for orders over \$2500. Contact the ProServices Desk at the local store to obtain volume discount quotes. Contract shall not be used for personal benefit.

This contract includes building material (lumber, plywood, roofing, cement, masonry, etc), hardware, electric (wire, boxes, conduit, etc), millwork (doors and windows), paint (including brushes, rollers, etc), lighting (fixtures), lawn and garden (plants, landscaping, etc), plumbing (pipe, fittings, etc), hand tools, power tools, HVAC (duct work, filters, etc), flooring, kitchen (cabinets, etc), appliances, bath fixtures (sinks, toilets, faucets, showers, etc), outdoor power (lawnmowers, trimmers, blowers, etc), miscellaneous.

Vendor: LOWE'S HOME CENTERS LLC

Business Addresses:

<p><u>Iwilei (Store #2336)</u> 411 Pacific St. Honolulu, HI 96817 Ph: 528-9370 Fax: 528-9373 Hours: M-SU: 5:00 AM – 10:00 PM</p>	<p><u>Waipahu (Store #0119)</u> 94-805 Lumiaina St. Waipahu, HI 96797 Ph: 676-8381 Fax: 676-2402 Hours: M-SA: 6:00 AM – 10:00 PM SU: 7:00 AM – 9:00 PM</p>
<p><u>Kona (Store #1561)</u> 75-5677 Hale Kapili St. Kailua Kona, HI 96740 Ph: 331-3470 Fax: 331-3472 Hours: M – SA: 6:00 AM – 9:00 PM SU: 7:00 AM – 8:00 PM</p>	<p><u>Kahului (Store #0021)</u> 270 Dairy Rd., Building A Kahului, HI 96732 Ph: 873-0383 Fax: 873-0309 Hours: M – SA: 6:00 AM – 9:00 PM SU: 7:00 AM – 8:00 PM</p>

Remittance Addresses:

In Store: Pay at checkout

Lowe's Government Contract Card (Key-Fob):

Register to receive discount Key-fobs: <http://www.lowesforpros.com/government/wsca>

Discount:

5% Point of Sale discount (requires Lowe's Government Contract Key-fob)

Points of Contact:

Info on Lowe's WSCA-NASPO contract: Email: wsca@lowes.com
Phone: (888) 310-7791 x3

Other questions: Bridgett Dedmond, Director of Government Sales
Email: Bridgett.k.dedmond@lowes.com
Phone: (704) 758-3818

HOW TO USE THIS VENDOR LIST CONTRACT:

1. OBTAIN A LOWE'S GOVERNMENT CONTRACT CARD (KEY-FOB) - Free of Charge

- a. Go to <http://www.lowesforpros.com/government/wsca>.
- b. Click "Register Now".
- c. Select "Hawaii" from the Select State drop-down menu.
- d. Select your Agency.
- e. Select the Quantity of Government Contract Key-fobs needed.
- f. Complete the Shipping Information.
- g. Complete the Main Contact Information.
 - i. You are responsible for all Lowe's Government Contract Cards issued to you.
- h. Click "Submit."
- i. The webpage will display a confirmation that your Lowe's Government Contract Key-fob(s) order has been placed.
- j. Allow 2-3 weeks for delivery. Lowe's Government Contract Key-fobs will need to be presented to the Store Employee at time of purchase for scan/entry.



2. METHODS FOR PLACING YOUR ORDER

- a. Shop in store
 - i. Go to any checkout register (except self-checkout) and present your Key-Fob to Store Employee.
 - ii. Carry-out the items purchased
 - iii. If requesting for delivery, request delivery at time of purchase and ask for the WSCA-NASPO delivery rate.
 - iv. Requests for volume discounts (orders over \$2500), see the ProService Desk at the store.
- b. Phone or Fax to Local Store
 - i. Specify:
 1. WSCA-NASPO Contract Number (MA087), the SPO VL Contract Number (13-17), and your key-fob number (15 digit number).
 2. Delivery method.
 - a. Will-Call
 - b. Delivery (Charges apply. See Methods of Delivery)

3. METHODS FOR DELIVERY

- a. Carry-Out – for all orders placed via shopping in store, agencies shall pay for item at check-out and take items back to work/location/site.
- b. Will-Call – for all orders placed via phone or fax, agencies can pick-up their order at will-call within 2 hours for all orders placed before 3PM Monday-Friday.
- c. Delivery – for all orders placed via phone or fax, agencies can have their order delivered at a discounted delivery rate. Agencies will need to request for delivery at time of order. Charges are as follows:
 - i. \$20 delivery charge for orders less than \$500 and under 20 miles radius (from the store the order is coming from to the delivery point).
 - ii. \$0 delivery charge for orders over \$500 and under 20 miles radius (from the store the order is coming from to the delivery point).
 - iii. +\$1 for each additional mile over 20 miles (from the store to order is coming from to the delivery point).
 - iv. Delivery charges will be added to the invoice at time of order.

4. PAYMENT METHODS

pCard – present your pCard at checkout.

5. OTHER INFORMATION

- a. Lowe's Government Contract Key-fobs shall only be used for State/County work-related purchases for building supplies, carpentry supplies, home improvement supplies and related materials.
- b. **Lowe's Government Contract Key-fobs shall NOT be used for personal benefit.**
- c. For audit purposes, discount when using the Lowe's Government Contract Key-fobs will be displayed on your receipt/invoice.
- d. Agencies are not recommended to register for the LAR to receive the additional 2% Prompt Payment Discount.