

## EXAMPLES

### Sample Language: Include in Procurement Notice

The Hawaii products preference pursuant HRS §103D-1002 is applicable for items (*fill in no.*) through (*fill in no.*) of this solicitation. Persons wishing to certify and qualify a product not currently listed as a Hawaii Product shall submit a *Certification for Hawaii Product Preference* (form SPO-038) to: (*Fill in Name of the government agency, contact person, phone number, email and due date and time*).

View the current *Hawaii Products List* on the State Procurement Office (SPO) website at <http://hawaii.gov/spo>, under Toolbox/QuickLinks, click on Goods, Services and Construction, then click on Goods, Services and Construction for Vendors, Contractors and Service Providers, under Preferences, click on Preferences pursuant to HRS 103D Part X including Hawaii Products, then click on Preference for Hawaii Products, and select *Hawaii Products List* to view. For each product, one form shall be completed and submitted (i.e. 3 products should have 3 separate forms completed). The form is available on the SPO webpage at <http://hawaii.gov/spo> under the 'Toolbox/QuickLinks' menu; click on 'SPO Forms' then click on 'Forms for Vendors, Contractors, and Service Providers' to view and complete form SPO-038 online.

### Sample Language: Include in Solicitation

#### HAWAII PRODUCTS PREFERENCE

In accordance with HRS §103D-1002, the Hawaii products preference is applicable to this solicitation. Hawaii Products [are / may be] available for those items noted on the offer form. The Hawaii products list is available on the SPO webpage at <http://hawaii.gov/spo>, under Toolbox/QuickLinks click on Goods, Services and Construction, then click on Goods, Services and Construction for Vendors, Contractors and Service Providers, under Preferences, click on Preferences pursuant to HRS 103D Part X including Hawaii Products, then click on Preference for Hawaii Products, and select *Hawaii Products List* to view.

Offeror submitting a Hawaii Product (HP) shall identify the HP on the solicitation offer page(s). Any person desiring a Hawaii product preference shall have the product(s) certified and qualified if not currently on the Hawaii products list, prior to the deadline for receipt of offer(s) specified in the procurement notice and solicitation. The responsibility for certification and qualification shall rest upon the person requesting the preference.

Persons desiring to qualify their product(s) not currently on the Hawaii product list shall complete form SPO-038, *Certification for Hawaii Product Preference* and submit to the Procurement Officer issuing the solicitation (IFB or RFP), and provide all additional information required by the Procurement Officer. For each product, one form shall be completed and submitted (i.e. 3 products should have 3 separate forms completed). Form SPO-038 is available on the SPO webpage at <http://hawaii.gov/spo> under the 'Toolbox/QuickLinks' menu; click on 'SPO Forms' then click on 'Forms for Vendors, Contractors, and Service Providers'.

When a solicitation contains both HP and non-HP, then for the purpose of selecting the lowest bid or purchase price only, the price offered for a HP item shall be decreased by subtracting 10% for the class I or 15% for the class II HP items offered, respectively. The lowest total offer, taking the preference into consideration, shall be awarded the contract unless the offer provides for additional award criteria. The contract amount of any contract awarded, however, shall be the amount of the price offered, exclusive of the preferences.

Change in Availability of Hawaii product. In the event of any change that materially alters the offeror's ability to supply Hawaii products, the offeror shall notify the procurement officer in writing no later than five working days from when the offeror knows of the change and the parties shall enter into discussions for the purposes of revising the contract or terminating the contract for convenience.

**Sample Language: Include on Solicitation Offer Page**

The following offer is hereby submitted for Disposable Polyethylene Bags, as specified herein:

Item No.	Description	Recycled Product (x)	Estimated Quantity (Bags)	Unit Bid Price Per Bag	Estimated Total Bid Price
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**GROUP 1. LOW/LINEAR LOW DENSITY POLYETHYLENE**

A Hawaii Product and a Recycled Product preference is available for Items 1 to 7. In accordance with the Special Provisions, Offerors shall indicate below whether or not a Hawaii Product is being offered. Offerors offering a Hawaii Product shall specify the product and class of the product offered.

1. 24" (15" x 9")W x 24"L  
 10 gal. capacity,  
 1 mil minimum  
 Net wt. per 500 bags: ( ) 1,779,400 \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 19.1 lbs. minimum

Non-Hawaii Product                      Dimensions \_\_\_\_\_  
 Hawaii Product                              Packaging \_\_\_\_\_  
                      Class I  Class II                      Net wt. per case \_\_\_\_\_

Brand Name & Product No. \_\_\_\_\_