

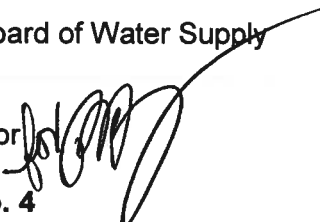


**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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

December 4, 2014

TO: Executive Departments/Agencies (Excludes Department of Education [DOE] and their Charter Schools, Office of Hawaiian Affairs [OHA] and University of Hawaii [UH])
Hawaii Health Systems Corporation (HHSC) (Excludes Regional System Boards and Hospitals)
Judiciary
Honolulu Board of Water Supply

FROM: Sarah Allen
Administrator 

SUBJECT: **Change No. 4**
SPO Price List Contract No. 12-08
ARMORED CAR SERVICES FOR VARIOUS STATE AGENCIES ON OAHU
IFB-12-004-O
Expires: January 31, 2016

The following changes are made to the price list contract:

- Contract has been extended thru January 31, 2016.
- Update Point of Contact information for the Executive jurisdiction.
- The State Procurement Office home page URL is changed to <http://spo.hawaii.gov>.

The current price list contract incorporating Change No. 4 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 Price List Contract No. 12-08
Includes Change Nos. 4
Revised: 12/04/2014

ARMORED CAR SERVICES FOR VARIOUS STATE AGENCIES ON OAHU
(IFB-12-004-O)

February 1, 2012 to January 31, 2016

PARTICIPATING JURISDICTIONS listed below have signed a cooperative purchasing agreement with the SPO and are authorized to utilize this price list contract:

- **Executive Departments/Agencies** (Excludes Department of Education [DOE] and their Charter Schools, Office of Hawaiian Affairs [OHA] and University of Hawaii [UH])
- **Hawaii Health Systems Corporation (HHSC)** (Excludes Regional System Boards and Hospitals)
- **Judiciary**
- **Honolulu Board of Water Supply**

The participating jurisdictions are not required but may purchase from this price list contract, and requests 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 using the applicable procurement method 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.

POINT OF CONTACT. Questions regarding the products listed, 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 (Excludes DOE, OHA and UH)	Wendy Ebisui	586-0563	586-0570	wendy.mo.ebisui@hawaii.gov
HHSC (Excludes Regional System Boards and Hospitals)	Joe Evanoff	733-4168	733-4460	jevanoff@hhsc.org
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us
Honolulu Board of Water Supply	Vicki Kitajima	748-5151	550-9193	vkitajima@hbws.org

USE OF PRICE & 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 price & vendor list contracts.

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

VENDORS:

United Courier Services, Inc. dba United Armored Car Services

Business Address:

670A Halekauwila Street
Honolulu, HI 96813

Remittance Address:

P.O. Box 914
Honolulu, HI 96808

Contact person: Kenneth Lam or Randall Sasaki
Phone: 944-8888
Fax: 524-8842
Email: unitedcourier@yahoo.com

Vendor accepts purchase orders only.

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. Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

COMPLIANCE. Prior to awarding a contract, the SPO verified compliance of the Contractor 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.

UNIT PRICES include delivery to destination and all other costs EXCEPT the State General Excise Tax, currently 4.5% for sales on Oahu. Agencies are advised to add tax amount to their purchase order total.

PURCHASING CARD (pCard). United Courier Services, Inc. dba United Armored Car Services does not accept pCard.

PURCHASE ORDERS shall be issued for all purchases against this price list contract as the vendor does not accept the pCard.

"SPO PL Contract No. 12-08" shall be typed on purchase orders issued against this price list contract.

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

PRICE LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

UNITED COURIER SERVICES, INC. DBA UNITED ARMORED CAR SERVICES

Contact person: Kenneth Lam or Randall Sasaki
Phone: 944-8888 Fax: 524-8842
Email: unitedcourier@yahoo.com

Request for Services: Complete and submit the attached "Request for Armored Car Services" form to Contractor for each pick-up/drop-off location.

State agencies (hereinafter "Agency") shall contact the Contractor, United Courier Services, Inc. dba United Armored Car Services (hereinafter "Contractor") directly during the contract term to set up/amend a service schedule.

Agency shall not request for and Contractor shall not perform services outside of the contract term. Agency shall give Contractor at least ten (10) business days notice from date of request submittal to the date to begin services. Services may start sooner than the ten (10) business days if requested by Agency and agreeable by Contractor.

Agency Responsibility:

- *Waiting time.* The waiting period per single location shall not exceed five (5) minutes.
- *Transport Bags.* Bags for transmittal are furnished by the agency's bank.
- *Secured and Identifiable Shipments.* Agency shall ensure that all shipments are contained in securely locked or sealed bags, envelopes, or packages prior to pickup. Shipment shall identify where the shipment is coming from and where the shipment shall be delivered to.
- *Service Schedule.* Agency shall notify Contractor should there be any sporadic deviations from the agreed upon Service Schedule; Contractor shall notify Agency of delays due to mechanical breakdown and the length of the delay.
- *Changes in the Service Schedule.* Agency shall notify Contractor in writing of all permanent changes in agreed upon service schedule and shall give Contractor at least ten (10) business days notice prior to change taking place. If change in service schedule falls under a different price point, adjust the price as necessary.
- *Shipment receipt books* will be provided by Contractor at the time of initial service and thereafter upon request.
- *Guard Identification.* Agency shall confirm that Guard and their ID tag/badge matches against list of authorized personnel provided by Contractor. The State has the option to refuse transfer of shipments if guards are not properly identified.

Estimating your Monthly Cost for Armored Car Services:

- Determine the frequency of service per month.
- Determine what area/district your pick-up and drop-off locations fall under. Area/District descriptions located on the following page.
- Calculate: Price per Day * Frequency.
- Example: My pick-up location is on Punchbowl and my drop-off location is the downtown FHB. Both Punchbowl and downtown locations are listed under the Metro area/district. The price for pick-up Metro, drop-off Metro is \$14.75 per day. I require services twice a month. Equation: \$14.75 per day * 2 pick-up per month = estimated monthly expenditure of \$29.50.

Item No.	Pick-Up Area	Drop-Off Area	Price per Day
a	Metro	Metro	\$14.75
f	Leeward	Metro	\$15.00
k	Central	Metro	\$15.00
p	Windward	Metro	\$15.00

The below listed pick-up/drop-off combinations will be done by the Contractor at no charge.

No.	Pick-Up Area	Drop-Off Area
b	Metro	Leeward
c	Metro	Central
d	Metro	Windward
e	Metro	North Shore
g	Leeward	Leeward
h	Leeward	Central
i	Leeward	Windward
j	Leeward	North Shore
l	Central	Leeward
m	Central	Central
n	Central	Windward
o	Central	North Shore
q	Windward	Leeward
r	Windward	Central
s	Windward	Windward
t	Windward	North Shore
u	North Shore	Metro
v	North Shore	Leeward
w	North Shore	Central
x	North Shore	Windward
y	North Shore	North Shore

Area/District Descriptions

Metro: Hawaii Kai, Kaimuki, University, Ala Moana, Downtown, Punchbowl, Kalihi, Airport

Leeward: Halawa, Aiea, Pearl City, Waipio, Waipahu, Kapolei, Ewa, Waianae

Central: Mililani, Wahiawa

Windward: Kahaluu, Kaneohe, Kailua, Waimanalo

North Shore: Hauula, Kahuku, Haleiwa

REQUEST for ARMORED CAR SERVICES

IFB-12-004-O; SPO PL Contract No. 12-08

For Agency Use	For Contractor Use
Agency hereby submits the following request for services.	Contractor hereby accepts Agency's request for services effective the Date stated, or as amended.
Submitted by: _____	Signature: _____
Phone No. / Fax No.: _____ Fax No. _____	Print Name: _____
Email Address: _____	
Date to begin services: _____	

PICK-UP FROM:	INVOICE ADDRESS:
Department: _____	
Division/Branch: _____	
Street Address: _____	
Room/Suite: _____	
Building: _____	
City/Zip/Island: _____	
Contact Person: _____	
Phone Number: _____	

DAYS REQUESTING PICK-UP (check all that apply):

<input type="checkbox"/> Sunday	Approx. Pick-up Time: _____
<input type="checkbox"/> Monday	Approx. Pick-up Time: _____
<input type="checkbox"/> Tuesday	Approx. Pick-up Time: _____
<input type="checkbox"/> Wednesday	Approx. Pick-up Time: _____
<input type="checkbox"/> Thursday	Approx. Pick-up Time: _____
<input type="checkbox"/> Friday	Approx. Pick-up Time: _____
<input type="checkbox"/> Saturday	Approx. Pick-up Time: _____
<input type="checkbox"/> Holidays	Approx. Pick-up Time: _____
<input type="checkbox"/> Agency will contact vendor for furlough day/holiday pick up	
<input type="checkbox"/> Other (specify): _____	

Special Instructions: _____

FOR WHICH DAY DELIVERY:

<input type="checkbox"/> Same Day Delivery	Deliver-by Time: _____
<input type="checkbox"/> Next Day Delivery	Deliver-by Time: _____
<input type="checkbox"/> Next day only if too late for same day delivery	Deliver-by Time: _____
<input type="checkbox"/> Other (specify): _____	Deliver-by Time: _____

DELIVER TO:

Bank: _____

Location/Branch: _____

Other (specify): _____

location: _____

street: _____

room/suite: _____

city/zip/island: _____

contact person (if applicable): _____

phone number (if applicable): _____

TYPES OF ITEMS:

Types of items to be delivered: _____

Agency - Submit completed form to Contractor. Contractor - Once request approved/accepted, sign. Copy to agency.