




**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Telephone: (808) 587-4700  
e-mail: [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)  
<http://spo.hawaii.gov>

August 27, 2014

TO: Executive Departments/Agencies (Excludes University of Hawaii [UH])  
Department of Education (DOE) (Excludes Charter Schools)  
Hawaii Health Systems Corporation (HHSC) (Excludes Regional System Boards and Hospitals)  
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  
County of Hawaii – Department of Water Supply  
County of Maui  
County of Maui – Department of Water Supply  
County of Kauai  
Kauai County Council  
County of Kauai – Department of Water

FROM: Sarah Allen  
Administrator 

SUBJECT: **Change No. 11**  
SPO Vendor List Contract No. 12-12  
**FURNISH, DELIVER, INSTALL, AND MANAGE NETWORK AND TELECOMMUNICATIONS SERVICES - STATEWIDE**  
RFP-12-006-SW  
Expires: October 31, 2015

The following changes are made to the vendor list contract:

- Update Point of Contact information for the following jurisdictions:
  - OHA
  - HART
- Add Sprint's "Amendment 1" and TW Telecom's "Master Co-Location Agreement."  
Both documents can be found at: <http://spo.hawaii.gov/for-state-county-personnel/manual/telecom-services/>

The current vendor list contract incorporating Change No. 11 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](mailto:wendy.mo.ebisui@hawaii.gov).

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Vendor List Contract No. 12-12**

Includes Change No. 11  
Revised August 27, 2014

**FURNISH, DELIVER, INSTALL, AND MANAGE  
NETWORK AND TELECOMMUNICATIONS SERVICES - STATEWIDE**

RFP-12-006-SW

November 1, 2012 to October 31, 2015

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

- Executive Departments/Agencies (Excludes University of Hawaii [UH])
- Department of Education (DOE) (Excludes Charter Schools)
- Hawaii Health Systems Corporation (HHSC) (Excludes Regional System Boards and Hospitals)
- 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
- County of Hawaii – Department of Water Supply
- County of Maui
- 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 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 will 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 jurisdiction.

**POINT OF CONTACT.**

Questions regarding equipment or services listed, ordering, pricing, and status should be directed to the contractor(s) or ICSD, David Fujimoto at (808) 586-1930 x616.

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Phone	FAX	E-mail
Executive (Excludes UH)	Wendy Ebisui	586-0563	586-0570	<a href="mailto:wendy.mo.ebisui@hawaii.gov">wendy.mo.ebisui@hawaii.gov</a>

DOE (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	<a href="mailto:DOEProcure@notes.k12.hi.us">DOEProcure@notes.k12.hi.us</a>
HHSC (Excludes Regional System Boards and Hospitals)	Joe Evanoff	733-4168	733-4460	<a href="mailto:jevanoff@hhsc.org">jevanoff@hhsc.org</a>
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	<a href="mailto:phylliso@oha.org">phylliso@oha.org</a>
House	Brian Takeshita	586-6423	586-6401	<a href="mailto:takeshita@capitol.hawaii.gov">takeshita@capitol.hawaii.gov</a>
Senate	Carol Taniguchi	586-6720	586-6719	<a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>
Judiciary	Newton Sakamoto	538-5805	538-5802	<a href="mailto:newton.t.sakamoto@courts.state.hi.us">newton.t.sakamoto@courts.state.hi.us</a>
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	<a href="mailto:bfspurchasing@honolulu.gov">bfspurchasing@honolulu.gov</a>
Honolulu City Council	Clayton Wong	768-5084	768-5011	<a href="mailto:cwong@honolulu.gov">cwong@honolulu.gov</a>
Honolulu Board of Water Supply	Vicki Kitajima	748-5151	550-9193	<a href="mailto:vkitajima@hbws.org">vkitajima@hbws.org</a>
HART	Nicole Chapman	768-6135	587-6080	<a href="mailto:nchapman@honolulu.gov">nchapman@honolulu.gov</a>
County of Hawaii	Jeffrey Dansdill	961-8440	961-8248	<a href="mailto:jdansdill@co.hawaii.hi.us">jdansdill@co.hawaii.hi.us</a>
County of Hawaii – Dept of Water Supply	Ka’iulani Matsumoto	961-8050 ext. 224	961-8657	<a href="mailto:kmatsumoto@hawaiiidws.org">kmatsumoto@hawaiiidws.org</a>
County of Maui	Greg King	249-2403 ext. 30	249-0839	<a href="mailto:greg.king@co.maui.hi.us">greg.king@co.maui.hi.us</a>
County of Maui- Dept of Water Supply	Kenneth L. Bissen Holly Perdido	270-7684	270-7136	<a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@co.maui.hi.us</a> <a href="mailto:holly.perdido@co.maui.hi.us">holly.perdido@co.maui.hi.us</a>
County of Kauai	Florence Kakuda	241-4294	241-6297	<a href="mailto:fkakuda@kauai.gov">fkakuda@kauai.gov</a>
Kauai County Council	Lisa Ishibashi Scott Sato	241-4820 241-4810	241-6349	<a href="mailto:rwatanabe@kauai.gov">rwatanabe@kauai.gov</a> <a href="mailto:nfontanilla@kauai.gov">nfontanilla@kauai.gov</a>
County of Kauai- Dept of Water	Fay Tateishi	245-5423	245-5813	<a href="mailto:ftateishi@kauaiwater.org">ftateishi@kauaiwater.org</a>

**USE OF PRICE 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 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 interested, these nonprofits will contact the vendor to obtain concurrence on their participation.

If a nonprofit wishes to purchase from a SPO price 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 price list contract vendor.

**VENDORS** (in alpha order):

---

Hawaiian Telcom, Inc.

Business Address:  
1177 Bishop Street  
Honolulu, HI 96813

Remittance Address:  
PO Box 30770  
Honolulu, HI 96820-0770

*Primary Contact person:* Alison Shimabukuro

*Phone:* (808) 546-3034

*Fax:* (808) 546-8288

*Email:* [Alison.Shimabukuro@hawaiiantel.com](mailto:Alison.Shimabukuro@hawaiiantel.com)

*Secondary Contact:* Kevin Uyeda

*Phone:* (808) 546-1515

*Fax:* (808) 546-8288

*Email:* [Kevin.Uyeda@hawaiiantel.com](mailto:Kevin.Uyeda@hawaiiantel.com)

---

Sprint Communications Co. L.P.

Business Address:  
Sprint Hawaii  
420 Waiakamilo Road, Suite 405  
Honolulu, HI 96817

Remittance Address:  
Sprint  
PO Box 219100  
Kansas City, MO 64121-9100

*Contact Person:* Kaleo Siu-Castillo

*Phone:* (808) 847-9533

*Mobile:* (808) 561-9219

*Fax:* (808) 845-4999

*Email:* [kaleo.s.siu-castillo@sprint.com](mailto:kaleo.s.siu-castillo@sprint.com)

*Secondary Contact:* Bryan Ito

*Phone:* (808) 847-9007

*Mobile:* (808) 779-5800

*Fax:* (808) 845-4999

*Email:* [bryan.h.ito@sprint.com](mailto:bryan.h.ito@sprint.com)

---

TW Telecom

Business Address:  
550 Paiea Street, Suite 238  
Honolulu, HI 96819

Remittance Address:  
PO Box 172567  
Denver, CO 80217

*Contact person:* Barry Fong

*Phone:* (808) 441-8565

*Fax:* (808) 441-8519

*Email:* [barry.fong@twtelecom.com](mailto:barry.fong@twtelecom.com)

*Secondary Contact:* Millie Gilmore

*Phone:* (808) 441-8565

*Email:* [millie.perreira-gilmore@twtelecom.com](mailto:millie.perreira-gilmore@twtelecom.com)

*DOE Contact:* Bob Neuberger

(Contact person for Libraries and DOE offices and schools)

*Phone:* (808) 441-8525

*Email:* [bob.neuberger@twtelecom.com](mailto:bob.neuberger@twtelecom.com)

*Billing Questions:* CustomerCare

*Phone:* 1-800-829-0420

**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.

**UNIT PRICES** include delivery to destination and all other costs EXCEPT the State General Excise Tax, currently 4.5% for sales on Oahu, and 4% for sales on the neighbor islands, if applicable. Agencies are advised to add tax amount to their purchase order total.

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

**PURCHASE ORDERS** may be issued for purchases \$2,500 or more; and for vendors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or charge its customers a transaction fee for the usage.

**SPO VL Contract No. 12-12** shall be typed on purchase orders issued against this vendor list contract. For pCard purchases, the SPO VL Contract No. 12-12 shall be notated on the appropriate transaction document.

**ORDERING** shall be issued on an as-needed basis during the contract period. The Contractor shall honor all orders received during the contract period. Contractor is not obliged to accept any order received after the vendor list expiration date; however, Contractor shall fill timely orders for which delivery may extend beyond the expiration date. Agencies shall not issue purchase orders specifying delivery after the vendor list contract expiration date.

**VENDOR 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.

**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.

## GENERAL INFORMATION

---

**SERVICES INCLUDED.** Network and Telecommunication Services includes but is not limited to:

- Broadband Ethernet (Layer 2 and Layer 3)
- Digital Subscriber Line (DSL)
- Frame Relay
- Point-to-Point
- Internet Service Provider (ISP)
- Managed Network Services

Services covered by the contract reflect current needs of the State as well as existing service offerings of the vendors.

**AWARDED PROPOSALS ONLINE.** Awarded Contractors proposals are available on the SPO website for user agencies information and use in determination of services and ability to obtain quotes. Proposals are available at: <http://spo.hawaii.gov/for-state-county-personnel/manual/telecom-services/>.

## HOW TO USE THIS VENDOR LIST CONTRACT

---

1. Agency prepares a uniform request for quotations to obtain quotes from ALL vendors. Using agencies may use the attached form, *Uniform Request for Quotes*, or a similar form. Fillable version of the form is available on the SPO site: <http://spo.hawaii.gov/for-state-county-personnel/manual/telecom-services/>. It is the agencies responsibility to give the vendors a reasonable amount of time to prepare and submit the quote.
2. Vendor responds by due date specified.
3. Agency reviews and evaluates all quotes received. In the event that a vendor fails to respond by the due date specified, document for the procurement file. In the event that a vendor submits a late quote, it is the agencies determination to accept or reject a late quote submittal, document for the procurement file.
4. Agency determines best value based on agency's requirements of individual network deployments. Best value will be determined by price, technical and/or business requirements/service viability, solution design and other pertinent factors determined by the using agency. Such determination shall be in writing.
5. On the selected vendor's *Uniform Request for Quotes*, agency signs to acknowledge acceptance. Agency may inform non-selected vendor(s) as a courtesy.
6. Agency completes form ICSD-001, Telecom Request (TR). The TR is available at Forms Central: <http://hawaii.gov/forms>. On the TR, field #9 "Description" should include the vendor list contract no (12-12) and field #12 "Vendor" should state the name of the vendor selected. Attach a copy of the signed *Uniform Request for Quotes* to the completed TR.

Submit TR and *Uniform Request for Quotes* to the Information & Communication Services Division (ICSD)/ Telecommunications Services Branch (TSB) via interoffice mail or via email to: [ICSD.TSB.TRS@hawaii.gov](mailto:ICSD.TSB.TRS@hawaii.gov).

Upon ICSD/TSB approval, TR and *Uniform Request for Quotes* will automatically be sent to the selected vendor. ICSD/TSB will return a copy to your Department Telecom Coordinator.

7. Agencies in jurisdictions that do not use form ICSD-001 shall follow their normal internal process for approval and requesting service from the vendor.
  8. Agency shall keep all quotes received and written determination (of why vendor was selected) in the procurement file in the event of an audit.
  9. If it is not practicable to obtain quotes from all vendors, such written determination shall be kept in the procurement file.
-

# UNIFORM REQUEST FOR QUOTES

FURNISH, DELIVER, INSTALL, AND MANAGE NETWORK AND TELECOMMUNICATIONS SERVICES

## SECTION 1 - AGENCY TO COMPLETE:

DATE: \_\_\_\_\_

VENDORS INVITED TO SUBMIT QUOTES:

- Hawaiian Telcom, Inc.     
  Sprint Communications Co. L.P.     
  TW Telecom Holdings Inc.

STATE CONTACT INFORMATION:

Department: \_\_\_\_\_ Division/Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

QUOTE DUE DATE: \_\_\_\_\_

SCOPE OF SERVICES:

- Additional Pages Attached

Submit Quote via:  Email  Fax  US Postal

TERM OF SERVICES:  1 year  3 years  5 years Other: \_\_\_\_\_

## SECTION 2 - VENDOR TO COMPLETE:

VENDOR CONTACT INFORMATION:

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

QUOTE: \$ \_\_\_\_\_

+GET \$ \_\_\_\_\_ (4.5% for Oahu; 4.0% for Hawaii, Maui, Kauai, Lanai, Molokai)

+FEES/SURCHARGES \$ \_\_\_\_\_ (fees/surcharges are estimated and may be subject to change)

= TOTAL QUOTE \$ \_\_\_\_\_

ADDITIONAL INFORMATION:

- Additional Pages Attached

Quote shall remain firm for \_\_\_\_\_ days

All quotes shall be signed and dated by an authorized individual of the company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Title: \_\_\_\_\_

## SECTION 3 – STATE ACCEPTANCE, if any:

By signing below, the Department/Division/Agency stated in Section 1 above has selected the vendor stated in Section 2 above to provide services under SPO VL Contract No. 12-12.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_ Printed Title: \_\_\_\_\_