



**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 Department/Agencies
Department of Education (DOE)
(Excludes Charter Schools)
University of Hawaii (UH)
Office of Hawaiian Affairs (OHA)
Hawaii Health Systems Corporation (HHSC)
(Excludes Regional System Boards and Hospitals)
Judiciary
Senate
House of Representatives (House)

FROM: Sarah Allen
Administrator

A handwritten signature in black ink, appearing to be "Sarah Allen", written over the printed name and title.

SUBJECT: **Change No. 2**
SPO Price List Contract No. 13-13
STATE OF HAWAII INVENTORY DECALS
IFB-13-004-SW
Expires: March 14, 2016

The following changes are made to the contract:

- Contract has been extended thru March 14, 2016.
- Update Point of Contact information for the following jurisdictions:
 - Executive
 - OHA
- The "Vendor Compliance" clause has been revised.
- The State Procurement Office home page URL is changed to <http://spo.hawaii.gov>.

The current price list 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 Price List Contract No. 13-13
Replaces SPO PL Contract No. 10-09
Includes Change No. 2
Revised 12/04/2014

STATE OF HAWAII INVENTORY DECALS - STATEWIDE

(IFB-13-004-SW)

March 15, 2013 to March 14, 2016

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

- Executive Department/Agencies
- Department of Education (DOE) (Excludes Charter Schools)
- University of Hawaii (UH)
- Office of Hawaiian Affairs (OHA)
- Hawaii Health Systems Corporation (HHSC) (Excludes Regional System Boards and Hospitals)
- Judiciary
- Senate
- House of Representatives (House)

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.

POINTS 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	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
UH	Matthew Chow (Primary) Karlee Hisashima	956-2765 956-8687	956-2096 956-2093	chowmatt@hawaii.edu karlee@hawaii.edu
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
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
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov

USE OF PRICE & VENDOR LIST CONTRACTS BY NONPROFIT ORGANIZATIONS.

Pursuant to HRS §103D-804, nonprofit organizations with current purchase of service contract(s) (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.

VENDOR:

- * Metal Marker Manufacturing Co.

<u>Correspondence Address:</u> 6225 Lear Nagle Road N. Ridgeville, OH 44039	<u>Remittance Address:</u> P.O. Box 75687 Cleveland, OH 44101-4755
---	--

Contact person: Dave O'Donnell
Phone: (800) 428-0095 ext. 155
Fax: (440) 327-2830
Email: Dave.ODonnell@metalmarkermfg.com
Office Hours: 8:30 am – 5:00 pm EST

*Vendor has the capability to accept procurement/credit cards, in addition to purchase orders.

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. Agencies will not be charged the GET due to the vendor having no presence in the State of Hawaii.

Contractor will not charge for change of sequence requests. Contractor charges \$20.00 per order for color changes to "State of Hawaii". Contractor will process all orders with "State of Hawaii" in black, unless otherwise specified. Agency may contact Contractor for color options for "State of Hawaii".

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, excluding DOE, OHA, HHSC 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, or issue a purchase order.

PURCHASE ORDERS may be issued for purchases \$2500 or more; and for Contractors who either do not accept the pCard or set minimum order requirements before accepting the pCard for payment, or charge its customers a transaction fee for the usage.

“SPO PL Contract No. 13-13” shall be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 13-13 shall be notated on the appropriate transaction document(s).

ORDERING on a timely basis is the responsibility of each agency. Orders shall be in multiples of 100 and will be issued on an as-needed basis during the price list contract period. Contractor is not obliged to accept any order received after the price list contract 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 price list contract expiration date.

At time of order, Agencies shall notify the Contractor of the start and end sequence numbers to be used on the decals. If Agency fails to provide sequence numbers to be used, Contractor shall contact agency to obtain sequence numbers. Agencies requesting a change in bar code or human readable sequences or a change in color to the “State of Hawaii” shall notify the Contractor of said request at time of order. Agencies shall be charged appropriately on a per order basis. Agency shall also specify the exact address where the inventory decals are to be shipped including but not limited to: department, name of office, floor number, room number, attention to: and telephone number.

DELIVERY shall be to the ordering agency within forty-five (45) calendar days after Contractor’s receipt of decal order. Contractor shall make shipment to the agency designated on the order. On orders subject to quantity discounts, the Contractor is required to make delivery to one address only. On orders where the delivery address is not stated, the Contractor shall contact the appropriate agency to obtain the delivery address. Contractor is required to deliver all items outstanding at the end of the contract period on orders received during the term of the contract.

INSPECTION. Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the Contractor within five (5) working days from delivery date.

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.

STATE OF HAWAII INVENTORY DECALS

Specifications:

- Size: 2" x ¾", Dull silver or silver polyester, as specified by agencies, 0.002" thick with rounded corners
- Adhesive: permanent acrylic pressure-sensitive
- Bar Code: "39 Standard", 8 or 9 positions, as specified by agencies, alphanumeric/blank
- Style and Color: "STATE OF HAWAII" in black; bar code to match human readable; human readable approximately 1/8" in bold black alphanumeric
- Sample:



Price:

<u>Order Volume per Order*</u>	<u>Price per 100 decals</u>
100 - 500	\$14.00
600 - 1000	\$11.28
1,100 - 2,000	\$10.42
2,100 - 5,000	\$9.65
5,100 - 7,000	\$9.24
7,100 - 10,000	\$8.62
10,100 - 15,000	\$7.14
15,100 - 25,000	\$5.75
25,100 - 50,000	\$4.65
50,100 - 75,000	\$4.34
75,100 - 100,000	\$4.12

<u>Change Description</u>	<u>Charge per Order</u>
Change in Bar Code or Human Readable Sequences	\$0.05
Change in Color to "STATE OF HAWAII"	\$0.05

Minimum order is 100 decals. Orders shall be in multiples of 100.

*Order Volume per Order. Example1: Agency wants to place an order for 800 decals, they will pay \$11.28 per 100 decals total \$90.24. Example2: Agency wants to place an order for 2,500 decals, they will pay \$9.65 per 100 decals, total \$241.25.