




**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

P.O. Box 119
Honolulu, Hawaii 96810-0119
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<http://spo.hawaii.gov>

September 23, 2014

TO: Executive Departments/Agencies
(Excludes University of Hawaii (UH), Office of Hawaiian Affairs (OHA), Hawaii Health Systems Corporation (HHSC) and their Regional System Boards and Hospitals)
Department of Education (DOE)
(Excludes Charter Schools)
County of Kauai
Kauai County Council
County of Kauai-Department of Water

FROM: Sarah Allen 
Administrator

SUBJECT: **Change No. 9**
SPO Price List Contract No. 11-05
**GASOLINE/DIESEL FUELING & CREDIT CARD SERVICES
ON KAUAI**
Expires October 26, 2015
IFB-10-006-SW

The following changes are made to the price list contract:

- Extend the contract term through October 26, 2015.
- Replace Comptrollers Memorandum 2010-34 with Comptrollers Memorandum 2012-19.
- The State Procurement Office home page URL is changed to <http://spo.hawaii.gov>
- Lisa Ishibashi and Scott Sato are the new point of contact for the Kauai County Council.

The current contract incorporating Change No. 9 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* at the home page.

If you have any questions, please contact Stanton Mato at (808) 586-0566 or email stanton.d.mato@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 11-05
Replaces SPO Price List Contract No. 07-20
Includes Change No. 9
Revised September 23, 2014

GASOLINE/DIESEL FUELING & GAS CREDIT CARD SERVICES -STATEWIDE
(IFB-10-006-SW)

December 1, 2010 to October 26, 2015 for **Kauai Automated Fuel Service, Inc.**

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

- | | |
|---|---|
| <ul style="list-style-type: none">•Executive Departments/Agencies
(Excludes UH, OHA, HHSC and their Regional System Boards and Hospitals)•DOE
(Excludes Charter Schools) | <ul style="list-style-type: none">•County of Kauai•Kauai County Council•County of Kauai-Department of Water |
|---|---|

The benefits to utilize the SPO Price List contract includes:

- Efficiency savings on the procurement and contract management by SPO on behalf of all departments and agencies;
- Costs savings on the exclusion of the Federal Excise Tax for state or local government use of diesel fuel and gasoline. The cost per gallon savings is \$0.183 for unleaded gasoline and \$0.243 for diesel fuel; and
- Credit card system provides monthly reports on fuel purchases for each vehicle.

Pursuant to HRS §196-9(c) on energy efficiency and environmental standards for state facilities, motor vehicles, and transportation fuel, agencies shall use the most appropriate minimum octane fuel, provided that vehicles shall use 87-octane fuel unless the owner's manual for the vehicle states otherwise or the engine experiences knocking or pinging.

The participating jurisdictions are not required but may purchase from this price list contract, and requests 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 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 participating jurisdiction.

Participating jurisdictions and agencies that do not utilize this price list contract may procure unleaded/diesel gasoline from other gasoline vendors with the following reminders:

- Determine that it is not advantageous or not practicable to utilize this price list contract.
- May establish an account from another gasoline vendor.
- May pay by cash and seek reimbursement accordingly.
- Are prohibited from using the State of Hawaii pCard for gasoline purchases.

- Pricing for unleaded/diesel gasoline is pump price per gallon which includes the Federal Excise Tax (FET) of \$0.183 per gallon for unleaded gasoline and \$0.243 for diesel fuel. This price list contract excludes the FET; purchases from other gasoline vendors includes the FET.
- Executive Departments/Agencies (excludes DOE, OHA, UH and HHSC), pursuant to Comptroller's Memorandum 2010-34, purchases of premium 92 grade or 89-mid grade gasoline is prohibited unless pre-approved by the Comptroller.
- Verify vendor compliance on Hawaii Compliant Express (HCE), pursuant to HRS §103D-310(c) and HAR §3-122-112 for purchases \$2500 or more from other gasoline vendors.
- 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 products and services listed, ordering, pricing and status should be directed to the contractor.

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Telephone	Fax	E-mail
Executive (Excludes UH, OHA, HHSC and their Regional System Boards and Hospitals)	Stanton Mato	586-0566	586-0570	stanton.d.mato@hawaii.gov
DOE (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	doeprocare@notes.k12.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 241-6349	lishibashi@kauai.gov ssato@kauai.gov
County of Kauai- Department of Water	Fay Tateishi	245-5426	245-5813	fateishi@kauaiwater.org

USE OF THIS 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 lists contracts.

A listing of these nonprofit organizations is available at the SPO website: <http://spo.hawaii.gov>. Click on *Doing Business with the State > SPO Programs Open to Qualifying Non-Profit Organizations*.

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.

GAS CREDIT CARD is restricted to use by authorized department or agency personnel for the purchase of gasoline and/or diesel fuel for government vehicles and motorized equipment such as lawn mowers, generators, etc.

Agencies will be issued one credit card per vehicle; however, an agency may request additional credit cards if more than one driver is assigned to a vehicle.

Within ten (10) days of receipt of an application for credit card(s), the contractor shall issue the credit card(s) to the agency. The vendor shall select a carrier that shall insure secured delivery of the credit card(s) to the agency at no cost to the State.

Vendor shall include the following minimum information, screened and/or embossed on the front or back of each gas credit card issued under this contract.

- Contractor Name and Logo
- Return mailing address of contractor
- "State of Hawaii" with facsimile of state seal
- Authorized Gasoline Purchase Only" or "Fuel Only"
- Department and Agency Name
- Vehicle License Plate Number

Agencies shall check their gas credit card(s) immediately to report any discrepancies to the vendor. There is a no charge to the State for issuance of gas credit cards.

UNAUTHORIZED USE, STOLEN, LOST GAS CREDIT CARDS. State agencies shall maintain a record of new and current gas credit cards issued. Unauthorized use, stolen or lost gas cards shall be reported to the Customer Service personnel at Kauai Automated Fuel Systems, Inc. Customer Service name, phone number, and email for each vendor are listed herein.

VENDOR CONTACT INFORMATION:

Island of Kauai – Kauai Automated Fuel Service, Inc.

Correspondence Address

3011 Aukele Street
Lihue, Hawaii 96766
Customer Service Contacts:

Mr. David Harjo
Phone: (808) 245-1911
Fax: (808) 246-1054
Email: david.harjo@senterkauai.com

Remittance Address

Kauai Automated Fuel Service
3011 Aukele Street
Lihue, HI. 96766
Vendor Code: 255442-01

NEW GAS CREDIT CARD APPLICATION FORM FOR KAUAI. To download application form for new Kauai Automated Fuel Service, Inc. gas credit cards on Kauai, go the SPO website: <http://spo.hawaii.gov>. Click on *Price List and Vendor List Contracts* at the main menu. Scroll down the first column and click on *11-05-B*.

COMPTROLLER'S MEMORANDUM 2012-19. Pursuant to HRS §196-9(c) on energy efficiency and environmental standards for state facilities, motor vehicles, and transportation fuel, agencies shall use the most appropriate minimum octane fuel, provided that vehicles shall use

87-octane fuel unless the owner's manual for the vehicle states otherwise or the engine experiences knocking or pinging.

The purchase of mid 89-grade or premium 92-grade unleaded gasoline is strictly prohibited unless justified and prior approval of the Comptroller is obtained.

Questions regarding procedures to obtain approval to purchase higher grades of gasoline shall be directed to:

Mr. Brian Saito
Automotive Management Division
Phone: (808) 586-0343

AGENCY INSTRUCTIONS TO DRIVERS OF GOVERNMENT VEHICLES. Agencies shall provide the following information and guidelines to drivers prior to operating a vehicle:

- The gas credit card shall be used to purchase gasoline and diesel fuel for government vehicles and for motorized equipment such as lawn mowers, generators, etc. at Kauai Automated Fuel Service, Inc. on the island of Kauai.
- Remind personnel Comptroller's Memorandum 2010-34. The purchase of mid 89-grade or premium 92-grade unleaded gasoline is strictly prohibited unless justified and prior approval of the Comptroller is obtained.
- The gas credit card shall not be used for car washes, snacks, food items, etc.
- If personnel selects the incorrect grade of gasoline (89 or 92 grade), personnel shall immediately stop fueling and end the fuel purchase transaction. Personnel shall start again by re-swiping the gas card and selecting the correct grade of gasoline (87 grade).
- A listing of available gas station locations for Kauai Automated Fuel Service, Inc. is listed on page 7.
- Agencies shall establish a written procedure when the last driver is responsible to top off the state vehicle gas tank when the vehicle's gas tank reading reaches a level that warrants to be refilled.

DISPENSING TIMES. Vendor fueling stations shall be open for business for a minimum of 12 hours daily between the hours of 6:00 AM and 6:00 PM every day of the year with self service or attendant-assisted fuel dispensing services.

PRICE per Gallon shall be the all inclusive cost to the State except for the amount of the GET (currently 4.5% for Oahu and 4.0% for Maui, Kauai, Hawaii), unless changed and or waived by State Federal or County laws, Hawaii Liquid Fuel Tax, County Fuel Tax, Hawaii Environmental Response Tax, Federal LUST Tax and Federal Oil Spillage Tax. These items shall be added as separate line items when invoicing.

FEDERAL EXCISE TAX. The State of Hawaii is exempt from the Federal Excise Tax on gasoline and diesel fuel for Oahu, Maui, Hawaii and Kauai. The State of Hawaii shall submit the *Federal Certificate of State or Local Government Use of Diesel Fuel and Gasoline*, or as revised, to Tesoro Hawaii Corporation and Kauai Automated Fuel Service, Inc.

ULSD OFF ROAD FUEL. Vendor is not required to offer *ULSD Off Road* fuel under this contract. However, if vendor has available for sale, *ULSD Off Road* fuel at any of its gas station locations, participating agencies at its option may purchase this product using the vendor's issued fleet gas card. *ULSD Off Road* pricing is gas pump price excluding the FET on diesel fuel.

BIODIESEL. Vendor is not required to offer *Biodiesel* fuel under this contract. However, if the vendor has available for sale, *Biodiesel* fuel at any of its gas station locations, participating agencies at its option may purchase this product using the vendor's issued fleet gas card. *Biodiesel* pricing is gas pump price excluding the FET on diesel fuel.

ACCOUNTING. A printed hard copy receipt of each transaction shall be provided upon completion of fueling. At a minimum, the receipt shall include the following information:

1. Department/Agency name if applicable, and/or account number, if available.
2. State vehicle license plate number, account number, and/or credit card number to identify the vehicle and individual purchasing the fuel.
3. Date and time of fueling.
4. Quantity (gallons) and grade of unleaded fuel.
5. Quantity (gallons) and type of diesel fuel.
6. Unit price and extended total cost of fuel, if available.
7. Identification number of individual making the purchase.
8. Signature of individual making the purchase (Oahu only).
9. Transaction or receipt number, if available.
10. Name and location of fueling station.

REPORTS. Vendor shall submit a monthly report to the SPO which shows the amount in gallons and dollar cost by type of fuel purchased by each department and/or purchasing jurisdiction. The report shall include the following information:

1. Department, Division/Agency, account number.
2. Type and grade of fuel
3. Quantity of fuel (gallons).
4. Cost of fuel (including all applicable taxes).
5. Summarize and total all columns.

GAS AND DIESEL PRICE PER GALLON COST AVAILABLE ON THE INTERNET at the SPO website: <http://spo.hawaii.gov>. Click on *Price List and Vendor List Contracts* at the home page. Then search for the number listed in the first column:

- 11-05-Kauai

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 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.

SPO Price List Contract No. 11-05 should be typed on purchase orders issued against this price list contract or 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) calendar days after receipt of invoice or satisfactory completion of contract to make payment.

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

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

GAS FACILITY LOCATIONS

ISLAND OF KAUAI

VENDOR: **Kauai Automated Fuel Service, Inc.**

Lihue:

3011 Aukele Street, Lihue, HI. 96766 (diesel fuel available)
Puhi Road & Hanalima Road, (diesel fuel available)

Westside:

Port Allen, Waialo Road & Terminal Road (diesel fuel available)
8315 Kekaha Road, Kekaha, HI. 96752 (diesel fuel available)

Kapaa:

986 Kapuni Way, Kapaa, HI. 96746 (diesel fuel available)

Princeville:

5-4282 Kuhio Highway, Princeville, HI. (diesel fuel available)

NEIL ABERCROMBIE
GOVERNOR




Dean H. Seki
Comptroller
Maria E. Zielinski
Deputy Comptroller

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

AMD.12.0031

October 19, 2012

COMPTROLLER'S MEMORANDUM 2012-19

TO: Heads of Departments
FROM: Dean H. Seki, Comptroller 
SUBJECT: Gasoline and or Diesel Fuel - Statewide

Pursuant to HRS §196-9(c) on energy efficiency and environmental standards for state facilities, motor vehicles, and transportation fuel, agencies shall use the most appropriate minimum octane fuel, provided that vehicles shall use 87-octane fuel unless the owner's manual for the vehicle states otherwise or the engine experiences knocking or pinging.

The purchase of mid 89-grade or premium 92-grade unleaded gasoline is strictly prohibited, unless justified and prior written approval of the Comptroller is obtained.

Purchases of gasoline or diesel fuel may be obtained using the State Procurement Office (SPO) price list contract for gasoline/diesel fuel and gas credit card services. Contract information is available at the SPO website: <http://hawaii.gov/spo>; click on *Price List and Vendor List Contracts* at the main menu, and *Search* for 'gasoline' and the applicable island.

Any questions on this issue may be directed to Brian Saito, Automotive Management Division at 586-0343.

cc: State Procurement Office
DAGS, Pre-Audit