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STATE OF HAWAII
STATE PROCUREMENT OFFICE

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<http://spo.hawaii.gov>

October 6, 2015

TO: Executive Departments/Agencies City and County of Honolulu
(Excludes University of Hawaii) Honolulu City Council
Department of Education Honolulu Board of Water Supply
(Excludes Charter Schools) Honolulu Authority for Rapid Transportation
Hawaii Health Systems Corporation County of Hawaii – Department of Water Supply
Office of Hawaiian Affairs County of Maui
Judiciary Maui County Council
County of Kauai
Kauai County Council
County of Kauai – Department of Water

FROM: Sarah Allen, Administrator

SUBJECT:  **Change No. 4**
SPO Price List Contract No. 12-14
COMMERCIAL CAR RENTAL SERVICES - STATEWIDE
RFP-12-007-SW
Expires: May 31, 2016

The following change is made to the price list contract:

Drop charges are subject to all applicable state/county taxes.

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 Bonnie Kahakui at (808) 587-4702, or bonnie.a.kahakui@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 12-14
Replaces SPO Price List Contract No. 07-35
Includes Change No. 4
Effective: 10/01/2015

COMMERCIAL CAR RENTAL SERVICES – STATEWIDE

(RFP-12-007-SW)

June 1, 2012 – May 31, 2016

GENERAL INFORMATION. "Rental of cars shall be allowed where it would be impractical to obtain necessary transportation in government owned vehicles or privately owned vehicles on a mileage basis, and where public carriers are not available to the point to be visited," as stated in HAR, Section 3-10-10(d)(1). A cost analysis should be done to determine if the cost and benefits of a car rental outweighs public transportation, taxis, airport, and/or hotel shuttle alternatives. Car rentals should not be used solely on the basis of convenience.

PRICE LIST IS FOR INTRA-STATE CAR RENTALS ONLY.

PARTICIPATING JURISDICTIONS listed below have signed a cooperative agreement and/or a memorandum of agreement with the SPO and are authorized to utilize this price list contract.

Executive Departments/Agencies (Excludes University of Hawaii)	City and County of Honolulu (C&C Honolulu)
Department of Education (DOE) (Excludes Charter Schools)	Honolulu City Council
Hawaii Health Systems Corporation (HHSC)	Honolulu Board of Water Supply
Office of Hawaiian Affairs (OHA)	Honolulu Authority for Rapid Transportation (HART)
Judiciary	County of Hawaii – Department of Water Supply
	County of Maui
	Maui County Council
	County of Kauai
	Kauai County Council
	County of Kauai – Department of Water

EXCEPTION TO THE PRICE LIST. An exception may be granted when the price list contract does not meet the purchasing agency's needs. For this purpose, Executive Branch Department Heads (or as delegated by the department head) are granted the authority to make the exception approval. This procedure will allow departments to make their own determination when not practicable or advantageous to use the contract vendor(s).

All approvals shall be made prior to purchase. Purchases made after-the-fact, without prior approval, shall be processed as procurement violations through form SPO Form-016, *Procurement Violation: Report of Findings and Corrective Action and/or Request for After-the-Fact Payment Approval*.

Executive departments and participating jurisdictions may use form SPO-005, *SPO Price or Vendor List Contract Exception* as a template to record and file requests. Form SPO-005 may be edited to meet specific department needs. SPO forms are available on the SPO website at <http://spo.hawaii.gov>. Click on *Forms* on the main menu.

When the price list contract is not used, agencies shall purchase using the applicable method of procurement and its procedures, such as small purchases or IFB.

POINT OF CONTACT. Questions regarding the services listed, ordering, pricing, and status should be directed to the contractor.

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Phone	Fax	E-mail
Executive (Excludes UH)	Bonnie Kahakui	587-4702	586-0570	bonnie.a.kahakui@hawaii.gov
DOE (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	doeprocurement@notes.k12.hi.us
HHSC	Joe Evanoff	733-4168	733-4460	jevanoff@hhsc.org
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	bfspurchasing@honolulu.gov
Honolulu City Council	Clayton Wong	768-5084	768-5011	cwong@honolulu.gov
Honolulu Board of Water Supply	Vicki Kitajima	748-5151	550-9193	vkitajima@hbws.org
HART	Nicole Chapman	768-6135	768-5110	nchapman@honolulu.gov
County of Hawaii - Department of Water Supply	Ka'iulani Matsumoto	961-8050	961-8657	kmatsumoto@hawaiidws.org
County of Maui	Greg King	270-7488	270-7138	greg.king@co.maui.hi.us
Maui County Council	Ross Izumigawa	270-7661	270-7686	ross.izumigawa@mauicounty.us
County of Maui - Department of Water Supply	Kenneth Bissen Holly Perdido	270-7684 270-7684	270-7136 270-7136	ken.bissen@co.maui.hi.us holly.perdido@co.maui.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	lishibashi@kauai.gov ssato@kauai.gov
County of Kauai - Department of Water	Fay Tateishi	245-5426	245-3813	ftateishi@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 and 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> 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 (participation must be mutually agreed upon, for example). A Contractor may choose to deny participation by a nonprofit. 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(s).

CONTRACTOR: Panda Travel, Inc.

Contact: Robin Sarceda or Ken Ikeda

Address: 1017 Kapahulu Avenue, Honolulu, HI 96816

Telephone: Robin - (808) 738-3820, Ken - (808) 738-3352
Toll free (888) 726-3288

Facsimile: (808) 738-3375

Hours of Operation: Monday to Friday: 8:00 am to 5:00 pm

Internet Capability: www.hawaiistatecars.com to make reservations or to check current contract car rental rates.

AVAILABILITY AND GUARANTEE. Compact cars are available on all islands with the exception of Lanai and Hana, Maui. Subcontractors, Enterprise Rent-A-Car, National Car Rental, and Alamo Rent-A-Car guarantee availability of compact cars Monday through Friday (except State holidays) statewide. All other car sizes are subject to availability when reservations are made.

CAR SIZE. The size of the car shall be determined by the number of people in the group.

Compact Car	1 - 2 passengers
Midsized (intermediate)	3 - 4 passengers
Mini-van	5 or more passengers
Sports Utility Vehicles	As needed
2-Door, 4 wheel drive Jeep	As needed
15 Passenger Van	As needed
Trucks & Cargo Vans	As needed

CAR INSURANCE. No car insurance, such as collision damage waiver, personal accident, personal effects, or supplemental liability shall be purchased by an employee as the State is self-insured. Employees choosing to purchase insurance shall be responsible for the cost.

VEHICLE INSPECTION. Employees are required to inspect vehicle for damages prior to leaving the rental pick up area. Any damages shall be reported to the respective rental agent immediately. A copy of the report, if any, shall be retained with the employee's travel documents for verification, if required.

ACCIDENT CLAIMS for all automobile accidents or incidents involving rental cars shall be reported to the jurisdiction's Risk Management Office.

Jurisdiction	Risk Management Office Phone No.
Executive Branch (including DOE, HHSC, OHA, Judiciary)	586-0547
City & County of Honolulu (including Honolulu City Council, Honolulu Board of Water Supply)	768-3858
Honolulu Authority For Rapid Transportation	768-3859
County of Hawaii Department of Water Supply	961-7222
County of Maui (including Maui County Council, County of Maui-Department of Water Supply)	270-7897
County of Kauai (including Kauai County Council)	241-4915
Kauai Department of Water	245-5423

Enterprise Rent-A-Car, National Car Rental and Alamo Rent-A-Car shall submit claims directly to the Risk Management Office, and not the jurisdiction's employee. If the State/County denies liability on the basis that the employee was not operating the vehicle within the scope of employment at the time of the loss, the Company may handle the matter directly with the employee. Claims for damage to a vehicle may NOT include administrative fees.

RATES vary by car rental agency.

Rental Agency	Enterprise Rent-A-Car	National Car Rental	Alamo Rent-A-Car
Car Size	Daily Rates		
Compact	\$50.50	\$51.50	\$52.50
Midsized/Intermediate	\$51.00	\$53.00	\$54.00
Full	\$60.00	\$63.00	\$64.00
Mini-Van (7-8 passenger)	\$78.00	\$79.00	\$80.00
2 door, 4 WD Jeep	na	na	\$75.00
4 door, 4WD Jeep	na	na	\$80.00
Sports Utility Vehicle (standard)	\$77.00	\$79.00	\$80.00
Sports Utility Vehicle (full size)	\$170.00	na	na
Trucks & Cargo Vans (optional)	\$77.00/\$78.00	na	na
15 – passenger van (optional)	\$160.00	na	na
Drop Charges (subject to all state/county taxes)	\$25.00 (Oahu, Maui, Kauai, Molokai) \$35.00 (Hilo/Kona or reverse)		
Additional Driver Fee	waived	waived	waived
Under Age Driver Fee (21-25 years)	waived	waived	waived
Grace Period	59 minutes	59 minutes	59 minutes
Overtime Charges	\$10.00 per hr.	\$10.00 per hr.	\$10.00 per hr.
Locations	See Exhibit A		

INCLUSIONS. All rentals include unlimited mileage, daily rate, state and county taxes, airport concession fees, customer facility charge, highway surcharge, vehicle licensing fees, and one full tank of gas. Vehicles **DO NOT** need to be refueled upon return. If additional fuel is required, to complete authorized business, employees can purchase gas at any retail station and seek reimbursement from the purchasing agency. Alternatively, on multiple day rentals, the vehicle may be returned to the station for a new vehicle with a full tank of gas (reservations are required).

CANCELLATIONS. There are no cancellation penalties. As a courtesy to car rental companies, reservations should be cancelled as soon as possible.

PROCEDURES TO FOLLOW when a car rental is required for intra-state travel. This price list contract is not applicable to out-of-state car rental.

On the Panda State website, www.hawaiiistatecars.com, renters shall have the choice to make reservations online or by telephone for Enterprise Rent-A-Car, National Car Rental, or Alamo Rent-A-Car.

Online reservations: Access via www.hawaiiistatecars.com. No User ID or Password required. The pCard information is required when making reservations. A Panda Travel booking number will be provided at the time reservations are made. A confirmation number will be sent to the e-mail address provided in the reservation request within one hour of submitting the reservation. Requests received after reservation hours will receive a car rental confirmation on the next business day.

Rates: The online site is pre-populated with the State’s contracted rates.

Phone reservations: Oahu: (808) 924-5459 (Call Center)- Supervisor Kana Yamamoto
Toll free: (855) 853-2390

Reservation hours: Mon. – Fri. 8:00 am to 5:00 pm

Car Company	Enterprise Rent-A-Car	National Car Rental	Alamo Rent-A-Car
Merchant Category Code (MCC)	3405	3393	3387
Corporate Account No.	HAWGOV	5028691	7014899

Special Note: Molokai’s pick up and return location code is **MKK**.

COMPLIANCE PURSUANT TO HRS §103D-310(c). 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 the SPO will monitor compliance throughout the term of the contract via *Hawaii Compliance Express (HCE)*. Therefore, purchasing agencies are not required to verify compliance prior to issuing a pCard payment.

PURCHASING CARD (pCard) is the only acceptable form of payment. The pCard is required when

making reservations, however, the pCard will not be charged until the vehicle is returned at the closing of the rental agreement. The pCard charges will reflect amounts paid to the respective car rental companies; Enterprise Rent-A-Car, National Car Rental, and Alamo Rent-A-Car.

VENDOR AND PRODUCT EVALUATION. Form SPO-012, Evaluation: Vendor or Product, 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 *Forms* on the home page.

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

PARTICIPATING LOCATIONS

ENTERPRISE RENT-A-CAR

ISLAND OF OAHU

Honolulu Airport (HNL)
3255 Aolele Street
Honolulu, HI 96819
Ph: (808) 836-2213

Honolulu
677 Ala Moana Blvd.
Honolulu, HI 96813
Ph: (808) 536-1555

Honolulu
1778 Ala Moana Blvd.
Honolulu, HI 96815
(808) 979-2600

Honolulu
1130 N. Nimitz Hwy. A144
Honolulu, HI 96817
Ph: (808) 599-2677

Honolulu
609 Ahua Street
Honolulu, HI 96819
Ph: (808) 636-7722

Honolulu
1221 Kapiolani Blvd. #114
Honolulu, HI 96814
PH: (808) 591-1443

Waikiki
445 Seaside Ave. #3C
Honolulu, HI 96815
Ph: (808) 922-0090

Waipahu
94-050 Farrington Hwy.
Waipahu, HI 96797
Ph: (808) 671-5399

Waipahu
94-1299 Ka Uka Blvd.
Waipahu, HI 96797
Ph: (808) 676-9495

Wahiawa
823 California Ave. A4
Wahiawa, HI 96786
Ph: (808) 622-0024

Kaneohe
46-003 Alaloa Street
Kaneohe, HI 96744
Ph: (808) 247-2909

Kailua
134-A Hamakua Dr.
Kailua, HI 96734
Ph: (808) 261-4282

Aiea
98-761 Oihana Pl. D4
Aiea, HI 96701
Ph: (808) 484-9007

Kahuku
57-091 Kamehameha Hwy.
Kahuku, HI 96731
Ph: (808) 293-9102

ISLAND OF MAUI

Maui Airport (OGG)
740 Koanawai Pl.
Kahului, HI 96732
Ph: (808) 871-6982

Lahaina
2605 Kaanapali Pkwy. 3
Lahaina, HI 96761
Ph: (808) 661-8804

Hana
40 Hana Hwy.
Kahului, HI 96732
Ph: (808) 871-1511

Wailea
5400 Makena
Wailea, HI 96753
Ph: (808) 879-9979

PARTICIPATING LOCATIONS

ENTERPRISE RENT-A-CAR *(continued)*

ISLAND OF HAWAII

Keahole Int'l Airport (KOA)
Kona Airport
Kailua-Kona, HI 96740
Ph: (808) 334-1810

Kailua-Kona
74-5583 Luhia Street
Kailua-Kona, HI 96740
Ph: (808) 331-2509

Hilo Airport (ITO)
1363 Kikuanaoa Street
Hilo, HI 96720
Ph: (808) 933-9683

Hilo
875 Kanoelehua Ave.
Hilo, HI 96720
Ph: (808) 934-0359

ISLAND OF KAUAI

Lihue Airport (LIH)
3073 Aukele Street
Lihue, HI 96766
Ph: (808) 246-0204

Lihue
3610 Rice Street, Ste.14
Lihue, HI 96766
Ph: (808) 245-9252

PARTICIPATING LOCATIONS

NATIONAL CAR RENTAL

ISLAND OF OAHU

Honolulu Airport (HNL)
2912 Aolele Street
Honolulu, HI 96819
Ph: (808) 834-6350

Honolulu
1778 Ala Moana Blvd
Honolulu, HI 96815
Ph: (808) 947-6112

ISLAND OF KAUAI

Lihue Airport (LIH)
3073 Aukele Street
Lihue, HI 96766
Ph: (808) 245-5638

ISLAND OF MAUI

Kahului Airport (OGG)
142 E. Mokuea Place
Kahului, HI 96732
Ph: (808) 871-8851

ISLAND OF HAWAII

Kona Airport (KOA)
Keahole Airport
Kailua-Kona, HI 96740
Ph: (808) 327-3755

Waikoloa
69-425 Waikoloa Beach Dr.
Waikoloa, HI 96738
Ph: (808) 886-0205

ISLAND OF MAUI

West Maui (JHM)
30-C Halawai Drive
Kaanapali, HI 96761
(808) 661-7181

ISLAND OF HAWAII

Hilo Airport (ITO)
181 Kekuanoa Place
Hilo, HI 96720
Ph: (808) 935-0891

PARTICIPATING LOCATIONS

ALAMO RENT-A-CAR

ISLAND OF OAHU

Honolulu Airport (HNL)
3055 N. Nimitz Hwy
Honolulu, HI 96819
Ph: (808) 833-4585

Ala Moana/Waikiki
1778 Ala Moana Blvd
Honolulu, HI 96815
Ph: (808) 947-6112

Kapolei
92-1185 Aliinui Drive
Kapolei, HI 96707
Ph: (808) 676-5924

ISLAND OF HAWAII

Kona Airport (KOA)
Airport Terminal
Kailua-Kona, HI 96745
Ph: (808) 329-8896

ISLAND OF MAUI

Kahului Airport (OGG)
905 Mokuea Place
Kahului, HI 96732
Ph: (808) 872-1470

Kaanapali/Lahaina
30C Halawai Drive
Lahaina, HI 96761
Ph: (808) 661-7181

ISLAND OF HAWAII

Hilo Airport (ITO)
1 General Lyman Field
Hilo, HI 96720
PH: (808) 961-3343

ISLAND OF KAUAI

Lihue Airport (LIH)
3276 Hoolimalima Place
Lihue, HI 96766
Ph: (808) 246-0645

ISLAND OF MOLOKAI

Molokai Airport (MKK)
Airport Terminal
Hoolehua, HI 96729
Ph: (808) 567-6381