

DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR

PAULA A. YOUNGLING
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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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<http://spo.hawaii.gov>

December 1, 2015

TO: Executive Departments/Agencies City and County of Honolulu
Department of Education Honolulu City Council
(Excludes Charter Schools) Honolulu Board of Water Supply
Hawaii Health Systems Corporation Honolulu Authority for Rapid Transportation
Office of Hawaiian Affairs County of Hawaii
University of Hawaii Hawaii County Council
House of Representatives County of Hawaii – Dept. of Water Supply
Senate County of Maui
Judiciary Maui County Council
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. 7**

SPO Vendor List Contract No. 13-19

NASPO VALUEPOINT OFFICE FURNITURE - STATEWIDE

NASPO ValuePoint (WSCA) Contract Nos. MA 144, MA 145, MA 146, MA 147

Expires October 31, 2017

The following changes are made to the subject vendor list contract:

1. Revisions to reflect the correct State and Master Contract numbers.
2. Updates to the fillable form Uniform Request for Quotes to reflect the extension dates and replace "WSCA" with "NASPO ValuePoint".
3. Update the contact information for the Executive Branch.

The current contract incorporating Change No. 7 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 Shawn Richey at (808) 586-0577 or email shawn.l.richey@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Vendor List Contract No. 13-19
Includes Change No. 7
Effective: 12/1/2015

**NASPO VALUEPOINT
OFFICE FURNITURE**

(NASPO ValuePoint Contract No. MA144 - Allsteel)
(NASPO ValuePoint Contract No. MA145 - Herman Miller)
(NASPO ValuePoint Contract No. MA146 – Hon)
(NASPO ValuePoint No. MA147 – Steelcase)
March 12, 2014 to October 31, 2017

INFORMATION ON NASPO VALUEPOINT

The NASPO ValuePoint Cooperative Purchasing Organization is a multi-state contracting consortium of state governments, including local governments, of which the State of Hawaii is a member. The NASPO ValuePoint Purchasing Organization seeks to achieve price discounts by combining the requirements of multi-state governmental agencies, and cost-effective and efficient acquisition of quality products and services.

The State of Utah is the current lead agency and contract administrator for the NASPO ValuePoint Office Furniture contract. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization, LLC and contracts were awarded to four qualified Contractors. The State of Hawaii has signed a Participating Addendum with all four Contractors.

This contract is for systems furniture including monolithic, frame and tile and accessories. Seating including executive, task/work, guest/side, reception/lounge/conference room, stackable/foldable and stools. Desks and tables including free standing desks with or without storage, conference room tables, small office tables, side tables and dining tables. Filing, metal storage and wooden case-goods including bookcases, wardrobes, cabinets, free standing and mobile pedestals and wall mounted shelving.

For additional information on this contract, visit the NASPO ValuePoint website at www.naspovaluepoint.com.



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

Executive Departments/Agencies	City and County of Honolulu (C&C Honolulu)
Department of Education (DOE)	Honolulu City Council
(Excludes Charter Schools)	Honolulu Board of Water Supply
Hawaii Health Systems Corporation (HHSC)	Honolulu Authority for Rapid Transportation (HART)
Office of Hawaiian Affairs (OHA)	County of Hawaii
University of Hawaii (UH)	Hawaii County Council
House of Representatives (House)	County of Hawaii – Department of Water Supply
Senate	County of Maui
Judiciary	Maui County Council
	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 are 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 will be 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	Shawn Richey	586-0577	586-0570	shawn.l.richey@hawaii.gov
DOE (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	DOEProcure@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
UH	Matthew Chow (Primary) Karlee Hisashima	956-2765 956-8687	956-2096 956-2093	chowmatt@hawaii.edu karlee@hawaii.edu
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
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

Jurisdiction	Name	Phone	FAX	E-mail
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	Jeffrey Dansdill	961-8440	961-8248	jdansdill@co.hawaii.hi.us
Hawaii County Council	Jeffrey Dansdill	961-8440	961-8248	jdansdill@co.hawaii.hi.us
County of Hawaii – Department of Water Supply	Ka’iulani Matsumoto	961-8050 ext.224	961-8657	kmatsumoto@hawaiiidws.org
County of Maui	Greg King	249-2403	249-0839	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 L. 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 241-6349	lishibashi@kauai.gov ssato@kauai.gov
County of Kauai – Department of Water	Fay Tateishi	245-5423	245-5813	ftateishi@kauaiwater.org

USE OF THIS 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 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 an 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 an SPO price list contract vendor(s).

CONTRACTORS. The following contractors are authorized to provide Office Furniture. They have signed a Master Agreement with the State of Utah and a Participating Addendum with the Hawaii State Procurement Office.

<u>Contractor</u>	<u>Master Agreement Number</u>
Allsteel Inc.	MA 144
Herman Miller Inc.	MA 145
The HON Company LLC	MA 146
Steelcase Inc.	MA 147

VENDOR CODES for annotation on purchase orders are obtainable from the *Alphabetical Vendor Edit Table* 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.

COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Vendor List Contract No. 13-19, but the SPO shall not monitor compliance throughout the term of performance. Therefore, purchasing agencies are required to verify compliance prior to issuing a contract, purchase order or pCard payment when utilizing this contract.

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive department/agencies, excluding the DOE, HHSC, OHA, and UH, for orders totaling less than \$2,500. For purchases of \$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 of \$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 who charge its customers a transaction fee for the usage.

SPO VL Contract No. 13-19 AND APPLICABLE NASPO VALUEPOINT CONTRACT NO., will be typed on purchase orders issued against this vendor list contract. For pCard purchases, the SPO VL Contract No.13-19 and Master Agreement No. MA 144 (Allsteel), MA 145 (Herman Miller), MA 146 (HON) or MA 147 (Steelcase) shall be notated on the appropriate transaction document.

CONSIDERATION OF QUOTES: Agencies shall consider all responsive and responsible quotations received. Purchase shall be made from the contractor with the most cost effective option. In situations where the most cost effective option fails to meet the needs of the agency, the agency may award to the vendor whose offer represents the best value to the agency. Best value means the most advantageous offer determined by evaluating and comparing all relevant criteria in addition to price so that the offer meeting the overall combination that best services the agency is selected. These criteria may include, in

addition to others, the total cost of ownership, performance, history of the vendor, quality of goods, services, delivery and proposed technical performance.

Any award using Best value as the criteria shall document the determination on the SPO-010, *Record of Procurement*. All non-responsive vendor(s) shall be notated in Part C. The completed and properly signed (personnel with delegated authority) copy of the SPO-010 shall be kept in the procurement file.

ORDERS shall be issued on an as-needed basis during the contract period. The Contractor shall honor all orders received during the contract period and deliver according to the contract terms and within the specified delivery time. Contractor is not obligated to accept any order received after the vendor list expiration date. Agencies shall not issue purchase orders specifying delivery after the vendor list contract expiration date. At time of order, agencies shall include the following (1) SPO VL Contract No. 13-19; (2) applicable NASPO ValuePoint Contract No.; (3) ordering agency's name, address, contact and phone number; (4) purchase order amount and an itemized list of accessories; and (5) where order is to be delivered. Channel your order through one of the authorized resellers so they can arrange for proper ordering and installation of the unit. When requested by the Contractor, ordering agencies shall provide information regarding the delivery locations special access conditions. This includes security, platforms, steps, curbs, accessible ramp ways or doorway widths to navigate, if the items are to be brought up or down any flight(s) of stairs and if no elevator is available. Agencies shall not cancel special orders.

DELIVERIES. The Contractor shall contact the appropriate agency to coordinate delivery arrangements. It shall be the responsibility of the Contractor to offer the services required to deliver, unload, uncrate, and assemble items ordered from any product category offered. The Contractor will also be responsible for removal of all packaging materials from the job site on a daily basis. Dumpster and trash receptacles that belong to an agency shall not be used and under no circumstances will an agency's personnel assist with unloading product.

HAWAII GENERAL EXCISE TAX. (GET) shall not exceed 4.712% for the island of Oahu and 4.166% for Maui, Kauai and Hawaii. The GET is not applied to delivery charges. Shipping Charges Clarification: All freight costs for shipments to the closest appropriate coast shipping port for Hawaii are included in the product price offered to the Executive Departments/Agencies. Additional shipping costs shall be listed as a separate line item on all invoicing and is subject to Hawaii GET.

PAYMENTS are to be made to the remittance address of the Contractor(s). HRS §103-10, HRS, provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. Payments may also be made via pCard.

VENDOR AND PRODUCT EVALUATION. Form SPO-012, Evaluation: Vendor or Product, for the purpose of addressing concerns on this vendor list contract, is available to 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 & Vendor List Contracts* on the home page.

HOW TO USE THIS VENDOR LIST CONTRACT:

1. Agency obtains one (1) quote from each of the Vendor's Authorized Dealers listed herein. Using agencies may use the attached form, *Uniform Request for Quotes*, or a similar form. At a minimum, the Agency shall provide the vendors with a basic scope of services required including the following information:
 - Type of office furniture required (ie. Desks, Cubicles, Workstations, Chairs, Filing Cabinets, etc.); and
 - Description of the office these furnishings will be used in and any other requirements the Agency may have.

NOTE: This contract covers only those items listed in the price schedule. It is the responsibility of each Agency to ensure that other items purchased are invoiced separately. It is also 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. Vendors will notify the Agency as soon as possible in the event the Vendor is unable to provide the requested services/products.
3. Agency reviews and evaluates all quotes received. **Under no circumstances should an Agency share one Vendor's Design drawings with another Vendor.** In the event that a vendor fails to respond by the due date specified, document for the procurement/contract 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/contract file.
4. Agency determines best value based on agency's requirements of each Vendors products and services. 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. The person who conducted and participated in this procurement utilizing this vendor list is required to complete form SPO-010, *Record of Procurement*. This form is signed by the personnel with delegated authority and is kept with the agencies procurement/contract file. All non-responsive vendor(s) shall be notated in Part C.
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 shall keep all quotes received and written determination (of why vendor was selected) in the procurement file in the event of an audit.
7. If it is not practicable to obtain quotes from all vendors, such written determination shall be kept in the procurement file.

8. Place an order with one of the Vendor's Authorized Dealers listed herein. Ordering information for each Vendor's Authorized Dealer can be found as follows:

- Allsteel Inc. Authorized Dealer – **Ryan Michael Corp. dba Senetics** ordering information is located on page 8
- Herman Miller Inc. Authorized Dealer – **Contract Furnishers of Hawaii, Inc. dba Office Pavilion** ordering information is located on page 8
- The HON Company LLC Authorized Dealer – **Fisher Hawaii Inc. dba Fisher Hawaii** ordering information is located on page 9
- Steelcase Inc. Authorized Dealer – **Interior Showplace, Ltd.** ordering information is located on page 9

NOTE: For all associated service requests on the islands of Maui, Kauai, and Hawaii, the requesting Agency will only be responsible for reimbursing the awarded Authorized Dealer for travel and per diem expenses in addition to the total charge of the specific associated services. The awarded Authorized Dealer is required to use the least expensive means of transportation available when traveling in the local area where service is to be done. Therefore, the requesting Agency and the Authorized Dealers should make every effort to work together in the attempt to keep additional travel and per diem expenses to a minimum.

9. Methods for placing your order:

- Order via Phone, Fax, or Email
- Specify: (1) The SPO VL Contract No. 13-19; (2) the applicable NASPO ValuePoint Vendor Contract Number; (3) the ordering agency's name, address, contact and phone number; (4) order amount and an itemized list of accessories; and (5) where order is to be delivered.

10. Methods for delivery:

- a. Drop Ship – Products will be delivered by a common carrier to a dock.
- b. Inside Delivery – Products will be delivered by the Authorized Dealer inside an office building location as designated on a purchase order. Products will be unloaded and unboxed with no assembly required.
- c. Installation – Products will be delivered, unloaded, and assembled according to the design plan and to a move-in ready condition.

Ryan Michael Corp., dba Senetics

Allsteel®

Master Agreement No. MA144

ADDRESS

Business Address:
430 Sumner Street
Honolulu, HI 96817

Remittance Address:
Senetics
430 Sumner Street
Honolulu, HI 96817-5067

CONTACT INFORMATION

Primary Contact: Vern Nakaguma
Email: vern@senetics.net

Direct Line: (808) 791-0917
Main Phone: (808) 531-9788
Fax: (808) 526-4026

Secondary Contact: Hugh Yamaguchi
Email: hugh@senetics.net

Phone: (808) 791-0917
Main Phone: (808) 531-9788
Fax: (808) 526-4026

Web site: www.senetics.net/company.htm

Allsteel's Discount Matrix, Cost Schedule, and Master Agreement can be found at the following link: <http://www.naspoaluepoint.org/#/contract-details/24/contractor/105>

Contract Furnishers of Hawaii, Inc. dba Office Pavilion

Herman Miller

Master Agreement No. MA145

ADDRESS

Business Address:
50 S. Beretania Street, Suite C-208B
Honolulu, HI 96813

Remittance Address:
Contract Furnishers of Hawaii, Inc.
PO Box 29960
Honolulu, HI 96820-2360

CONTACT INFORMATION

Primary Contact: Laverne Kawakami
Email: laverne@op-hawaii.com

Phone: (808) 599-2411
Fax: (808) 599-2617

Web site: <http://officepavilionhawaii.com/>

Herman Miller's Discount Matrix, Cost Schedule, and Master Agreement can be found at the following link: <http://www.naspoaluepoint.org/#/contract-details/24/contractor/106>

Fisher Hawaii

HON

Master Agreement No. MA146

ADDRESS

Business Address:
450 Cooke Street
Honolulu, HI 96813

Remittance Address:
450 Cooke Street
Honolulu, HI 96813-5321

CONTACT INFORMATION

Primary Contact: John Kwak *Phone:* (808) 687-5228
Email: Johnk@fisherhawaii.net *Fax:* (808) 687-5239

Secondary Contact: Ric Gonzalez *Phone:* (808) 687-5214
Email: ricg@fisherhawaii.net *Fax:* (808) 524-0418

Web site: www.fisherhawaii.biz/contract

The HON Company's Discount Matrix, Cost Schedule, and Master Agreement can be found at the following link: <http://www.naspovaluepoint.org/#/contract-details/24/contractor/107>

HON Company's Dedicated website for State of Hawaii can be found at:
<http://www.hon.com/Pages/Contracts-WSCA-Hawaii.aspx>

Interior Showplace, Ltd.

Steelcase

Master Agreement No. MA147

ADDRESS

Business Address:
956 Queen Street
Honolulu, HI 96814

Remittance Address:
956 Queen Street
Honolulu, HI 96814-4118

CONTACT INFORMATION

Primary Contact: Alvin Kuiee *Phone:* (808) 593-8420 ext. 26
Email: akuiee@interior-showplace.com *Fax:* (808) 593-2463

Secondary Contact: Judy Rieta *Phone:* (808) 593-8420 ext. 24
Email: jrieta@interior-showplace.com *Fax:* (808) 593-2463

Website: www.interior-showplace.com

Steelcase's Discount Matrix, Cost Schedule, and Master Agreement can be found at the following link: <http://www.naspovaluepoint.org/#/contract-details/24/contractor/108>

Steelcase's Dedicated website for State of Hawaii can be found at:
<http://www.steelcase.com/en/state-govt/wsca-state-of-hawaii/pages/contract-documents.aspx>

SPO VL CONTRACT NO. 13-19
UNIFORM REQUEST FOR QUOTES
NASPO VALUEPOINT OFFICE FURNITURE

SECTION 1 - AGENCY TO COMPLETE:

DATE: _____

VENDORS INVITED TO SUBMIT QUOTES:

Contract Furnishers of Hawaii dba Office Pavilion Fisher Hawaii Interior Showplace Ryan Michael Corp. dba Senetics

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

SECTION 2 - VENDOR TO COMPLETE:

VENDOR CONTACT INFORMATION:

Company Name: _____

Company Representative: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Address: _____

PRODUCT QUOTE:	\$	_____
+Design Services	\$	_____ (quotes are estimated and may be subject to change)
+Installation Services	\$	_____ (quotes are estimated and may be subject to change)
+Freight	\$	_____ (quotes are estimated and may be subject to change)
+GET	\$	_____ (4.712% for Oahu; 4.166% for Hawaii, Maui, Kauai, Lanai, Molokai)
= 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. 13-19.

Signature: _____ Date: _____

Printed Name _____ Printed Title: _____