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SARAH ALLEN
ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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May 23, 2016

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 – 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

FROM: Sarah Allen, Administrator 

SUBJECT: **New Contract**
 SPO Price List Contract No. 16-04
 NASPO VALUEPOINT GROUND MAINTENANCE EQUIPMENT
 Master Contract RFP# E194-41677-12MC
 Expires: November 04, 2017

The current price list contract 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 Price List Contract No. 16-04
Effective 5/20/2016

**NASPO VALUEPOINT
GROUND MAINTENANCE EQUIPMENT- STATEWIDE**

(RFP No. E194-41677-12MC)
May 20, 2016 to November 04, 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. 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 Virginia is the current lead agency and contract administrator for the NASPO ValuePoint Ground Maintenance Equipment contract. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization and contracts were awarded to 2 qualified Contractors. The State of Hawaii has signed a Participating Addendum with two (2) Contractors.

The purpose of this contract is to provide Off Road Utility Vehicles, Heavy Duty Equipment (Loaders), Tractors and Tractor Towed Equipment (PTO Driven), Self-Propelled Riding Mowers, Walk-Behind Mowing Equipment as well as equipment for Turf Maintenance Equipment, Recreation Area Equipment (Golf), Aerator Equipment, Blower Equipment, Seeding Equipment, Spraying Equipment and other miscellaneous ground maintenance equipment. The contracts are directly with the Original Equipment Manufacturer(s) (OEM), under a firm percentage of discount off the Manufacturer's Published Price List.

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



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

Executive Departments/Agencies	C&C of Honolulu
DOE	Honolulu City Council
(Excludes Charter Schools)	Honolulu Board of Water Supply
HHSC	HART
OHA	County of Hawaii
UH	Hawaii County Council
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 price 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 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 participating jurisdiction.

POINT 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	Telephone	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 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	bfpurchasing@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

Jurisdiction	Name	Telephone	Fax	E-mail
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 L. Matsumoto	961-8050 x224	961-8657	kmatsumoto@hawaii.dws.org
County of Maui	Greg King	249-2403 x30	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	245-5426	241-5813	ftateishi@kauaiwater.org

USE OF PRICE & VENDOR LIST CONTRACTS 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 & vendor lists 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(s).

CONTRACTORS. The authorized contractors are listed in this price list contract. They have signed a Master Agreement with the State of Virginia and a Participating Addendum with the Hawaii State Procurement Office.

The Toro Company (Master Contract # E194-1485)

CNH Industrial America, LLC (Master Contract # E194-1482)

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 Price List Contract No. 16-04. No further compliance verification is required 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 departments/agencies, excluding 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 \$2,500 or more, and for Contractors 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 PL CONTRACT NO. 16-04 & NASPO VALUEPOINT MASTER AGREEMENT NUMBER E194-1485 and E194-1482 shall be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 16-04 and the NASPO ValuePoint Master Agreement Number shall be notated on the appropriate transaction document.

GENERAL EXCISE TAX. The 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 shall be invoiced as a separate line item. The GET is not applied to shipping or delivery charges.

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. Payments may also be made via pCard.

LEASE AGREEMENTS are not allowed under this contract.

NON-CONTRACT ACCESSORIES AND ADDITIONS. The equipment provided in this contract are considered to be the functional base to which varied attachments/implements are added in order to perform Department/Agency-provided services. The purchase of non-contract/Allied equipment products, implements, attachments, accessories, parts, and bundles not manufactured by the Contractors that complete the equipment being purchased **shall follow applicable procurement method.**

Non-Contract/Allied equipment are allowed to be purchased on the same order as equipment purchased pursuant to this Contract only when the contracted authorized dealer provides the

lowest quote. *See “how to use this pricelist”. All Allied/Non-Contract items must be specified as “non-contract items” on all orders.

Non-Contract/Allied equipment shall be mounted or installed by an authorized manufacturer, authorized dealer or factory-approved custom shop to maintain a warranty. The Department/Agency may be required to provide documentation for verification if a warranty issue arises.

Non-contract, stand-alone items are not allowed to be purchased through this contact.

QUANTITY DISCOUNTS multiple Unit Discounts (excluding Frontier Products) are allowed under this contract. Add the Contract discount to the multiple unit discount (ex: Price Schedule Discount + Multiple Unit Discount = Total Contract Discount). Discounts are based on the following schedule(s):

The Toro Company

Quantity:	Discount:
3 – 5 basic units	1%
5 – 7 basic units	2%

CNH Industrial America, LLC

Quantity:	Discount:
2 – 3 basic units	1%
4 – 5 basic units	2%
6 – 10 basic units	3%
11 or more basic units	4%

EQUIPMENT TRADE-INS are authorized toward the purchase of new equipment under this Contract. The trade-in value will be determined by negotiation between the Department/Agency and the Authorized Dealer. The description and price of the new equipment and the trade-in value must be itemized on the order. Contractor will invoice the Department/Agency for the Contract price less the trade-in value. Trade-ins must meet the minimum standards required by the authorized dealers.

PARTS AND SERVICING are not included as part of this contract. Use applicable procurement method.

ORDERS shall be issued on an as-needed basis during the contract period. To the extent possible Departments/Agencies shall consolidate orders to maximize discounts and minimize shipping costs. The Contractor shall notify the Department/Agency with an expected delivery date after receipt of order. 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 price list expiration date. At time of order, agencies shall include the following:

- (1) SPO PL Contract No. 16-04;
- (2) Applicable NASPO ValuePoint Contract No.;
- (3) Ordering agency's name, address, contact and phone number;
- (4) Order amount and an itemized list of accessories (if applicable); and
- (5) Delivery point.

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 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.

VENDOR AND PRODUCT EVALUATION form, SPO-012, for the purpose of addressing concerns on this price or 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 PRICE LIST

1. **Select desired product from Price List and complete Uniform Request for Quotes:**

- A. Download both Contractor's price schedules: *Click on Price & Vendor List Contracts on the home page and search for 16-04-A (Toro) and 16-04-B (CNH).*
- B. Review each price list for desired equipment type and specification (each list has separate categories/offerings).
- C. Phone the 'Primary Sales Contact' for any questions on products.
- D. Complete the Uniform Request for Quotes (attached to price schedules).

2. **Review Quotes and Place Order:**

- A. Authorized Dealer responds by due date specified and will notify the Agency as soon as possible in the event the Contractor is unable to provide the requested services/products.
- B. Review and evaluate received quotes. (Note, Toro/Ness Turf Equipment shipping quote shall not exceed 7%, neighbor island shipping is separate.)
- C. Generate Purchase Order number or get approval for pCard Purchase based on quote.
- D. Phone the 'Primary Payment Contact' the order/payment number (Do NOT provide credit card information in an email) and email or fax them the Uniform Request for Quotes.
- E. 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.

3. ***Optional: To purchase allied/non-contract products to complete desired base product:** (Buyers are encouraged to procure for accessories before purchasing base model)

- A. Follow applicable procurement method, notated on form SPO-010 if applicable).
- B. Ensure accessories are delivered to authorized dealer location for installation.
- C. Labor and installation will be included in the contract purchase of the base item.

CONTRACTORS

AND

AUTHORIZED

DEALERS

CONTACT

INFORMATION



Bacon-Universal Company Inc.



Master Agreement No. E194-1482

ADDRESS

Business Address:
430 Sumner Street
Honolulu, HI 96817

Remittance Address:
CNH Industrial America, LLC.
500 Diller Ave
New Holland, PA 17557

CONTACT INFORMATION

Primary Sales: Stephen Burke

Direct Line: (808) 792-2468

Email: sburke@baconuniversal.com

Main Phone: (808) 531-9788

Fax: (808) 526-4026

Secondary Sales: Mike Souza

Phone: (808) 791-0917

Email: msouza@baconuniversal.com

Main Phone: (808) 531-9788

Fax: (808) 526-4026

Primary Payment: Wayne Crow

Direct Line: (717) 355-1683

Email: Wayne.crow@newholland.com

Fax: (877) 764-1369

Website: <http://www.baconuniversal.com/>

Authorized Dealer Locations:

<u>Island/Name</u>	<u>Address</u>	<u>Contact Info</u>
Bacon-Universal Oahu	918 Ahua Street, Honolulu, HI 96819	Phone: (808)839-7202 Fax: (808)834-8110
Bacon-Universal Maui	800 Alua Street Wailuku, HI 96793	Phone: (808)244-9158 Fax: (808)242-5815
Bacon-Universal Kauai	1856 Haleukana Street Lihue, HI 96766	Phone: (808)245-8472
Bacon-Universal Hilo	215A Railroad Avenue Hilo, HI 96720	Phone: (808)935-8595 Fax: (808) 935-1698
Bacon-Universal Kona	74-5039 Queen Kaahumanu Hwy Kona, HI 96740	Phone: (808)326-1212 Fax: (808)326-1822

Hawthorne Pacific Company- Ness Turf Equipment

Master Agreement No. E194-1485

ADDRESS

Business Address:
91-220 Kalaeloa Blvd
Kapolei, HI 96707

Remittance Address:
Hawthorne Pacific Company
94-025 Farrington Hwy.
Waipahu, HI 96797

CONTACT INFORMATION

Primary Sales: Terence Yogi

Direct Line: (808) 486-8303

Email: tyogi@nessturf.com

Mobile: (808) 783-6735

Fax: (808) 486-8338

Secondary Sales: Leonard Smith

Phone: (808) 486-8301

Email: lsmith@nessturf.com

Toll Free: (877) 683-1032

Primary Payment: Leslie Slade

Phone: (808) 486-8302

Email: lslade@nessturf.com

Fax: (808) 486-8338

Web site: <http://www.nessturf.com/>

Authorized Dealer Locations:

<u>Island/Name</u>	<u>Address</u>	<u>Contact Info</u>
(Oahu) HPC Main Store	94-025 Farrington Hwy. Waipahu, HI 96797	Phone: (808)677-9111 Fax: (808)676-0323 Toll Free:(800)344-8603
(Oahu) Ness Turf Equipment	91-220 Kalaeloa Blvd, Kapolei, HI 96707	Phone: (877)683-1032 Fax: (808)486-8338
HPC Maui Branch	470 S. Hana Hwy Kahului, HI 96732	Phone: (808)877-6538 Fax: (808)871-4963
HPC Kauai Branch	1895 Haleukana St. Lihue, HI 96766	Phone: (808)245-4058 Fax: (808)245-8506
HPC Hilo Branch	171 Railroad Ave. Hilo, HI 96720	Phone: (808)961-3437 Fax: (808)961-2551
HPC Kona Branch	74-5524 Kaiwi Street Kailua- Kona, HI 96740	Phone: (808)329-4521 Fax: (808)326-2054