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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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December 20, 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: For Sarah Allen, Administrator *Mara Smith*

SUBJECT: **Change No. 8**  
SPO Vendor List Contract No. 12-15  
**MAILING EQUIPMENT, SUPPLIES, AND MAINTENANCE - STATEWIDE**  
NASPO ValuePoint Contract No. ADSPO11-00000411-X  
**Expires: April 11, 2017**

The following change has been made to the vendor list contract:

- The contract is extended to April 11, 2017.

The current vendor list contract incorporating Change No. 8 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 Carey Ann Sasaki at (808) 586-0575 or email [careyann.r.sasaki@hawaii.gov](mailto:careyann.r.sasaki@hawaii.gov).

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Vendor List Contract No. 12-15**  
Replaces SPO VL Contract No. 07-11  
Includes Change No. 8  
Effective: 12/16/2016

**NASPO VALUEPOINT**  
**MAILING EQUIPMENT, SUPPLIES AND MAINTENANCE - STATEWIDE**  
(NASPO ValuePoint Contract No. ADSPO11-00000411-X)  
**June 13, 2012 to April 11, 2017**

**INFORMATION ON NASPO VALUEPOINT**

The NASPO ValuePoint Cooperative Purchasing Organization, formerly Western States Contracting Alliance (WSCA) - National Association of State Procurement Officials (NASPO), 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, LLC 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 Arizona is the current lead agency and contract administrator for the NASPO ValuePoint Mailing Equipment, Supplies and Maintenance contract. A request for competitive sealed proposals was issued on behalf of WSCA-NASPO Cooperative Purchasing Organization, LLC, now known as NASPO ValuePoint Cooperative Purchasing Organization, LLC and contracts were awarded to seven qualified Contractors. The State of Hawaii has signed Participating Addendums with four Contractors.

Mailing Equipment, Supplies and Maintenance contract includes Postage Meter Rental, Mailing Systems, Integrated Postal Scales, Letter Openers, Letter Folders, Inserters, Folders/Inserters, Envelope Mail Labeler, Envelope Addressing System Ink Jet, Tabbers, Check Imprinting/Endorsing, Pressure Sealing, Bursting Equipment, Pre-sorting Equipment, Extractors, Mail Room Specific Furniture, Accessories, Software License and Subscription, Assembly, Maintenance, and Lease/Rental Options.

For additional information on this contract, visit the NASPO ValuePoint website at [www.naspovaluepoint.org](http://www.naspovaluepoint.org).



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

Executive Departments/Agencies  
 Department of Education (DOE) (Excludes Charter Schools)  
 Hawaii Health Systems Corporation (HHSC)  
 Office of Hawaiian Affairs (OHA)  
 University of Hawaii (UH)  
 House of Representatives (House)  
 Senate  
 Judiciary

City and County of Honolulu (C&C of Honolulu)  
 Honolulu City Council  
 Honolulu Board of Water Supply  
 Honolulu Authority for Rapid Transportation (HART)  
 County of Hawaii  
 Hawaii County Council  
 County of Hawaii-Department of Water Supply  
 County of Maui  
 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 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 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	Carey Ann Sasaki	586-0575	586-0570	<a href="mailto:careyann.r.sasaki@hawaii.gov">careyann.r.sasaki@hawaii.gov</a>
DOE (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	<a href="mailto:DOEProcure@notes.K12.hi.us">DOEProcure@notes.K12.hi.us</a>
HHSC	Joe Evanoff	733-4168	733-4460	<a href="mailto:jevanoff@hhsc.org">jevanoff@hhsc.org</a>
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	<a href="mailto:phylliso@oha.org">phylliso@oha.org</a>
UH	Matthew Chow (Primary) Karlee Hisashima	956-2765 956-8687	956-2096 956-2093	<a href="mailto:chowmatt@hawaii.edu">chowmatt@hawaii.edu</a> <a href="mailto:karlee@hawaii.edu">karlee@hawaii.edu</a>
House	Brian Takeshita	586-6423	586-6401	<a href="mailto:takeshita@capitol.hawaii.gov">takeshita@capitol.hawaii.gov</a>
Senate	Carol Taniguchi	586-6720	586-6719	<a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>
Judiciary	Tritia Cruz	538-5805	538-5802	<a href="mailto:tritia.l.cruz@courts.hawaii.gov">tritia.l.cruz@courts.hawaii.gov</a>
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	<a href="mailto:bfspurchasing@honolulu.gov">bfspurchasing@honolulu.gov</a>
Honolulu City Council	Clayton Wong	768-5084	768-5011	<a href="mailto:cwong@honolulu.gov">cwong@honolulu.gov</a>
Honolulu Board of Water Supply	Vicki Kitajima	748-5151	550-9193	<a href="mailto:vkitajima@hbws.org">vkitajima@hbws.org</a>
HART	Nicole Chapman	768-6135	768-5110	<a href="mailto:nchapman@honolulu.gov">nchapman@honolulu.gov</a>
County of Hawaii	Jeffrey Dansdill	961-8440	961-8248	<a href="mailto:jdansdill@co.hawaii.hi.us">jdansdill@co.hawaii.hi.us</a>

Jurisdiction	Name	Phone	Fax	E-mail
Hawaii County Council	Jeffrey Dansdill	961-8440	961-8248	<a href="mailto:jdansdill@co.hawaii.hi.us">jdansdill@co.hawaii.hi.us</a>
County of Hawaii-Dept of Water Supply	Ka'iulani Matsumoto	961-8050 x224	961-8657	<a href="mailto:kmatsumoto@hawaiiidws.org">kmatsumoto@hawaiiidws.org</a>
County of Maui	Greg King	249-2403 x30	249-0839	<a href="mailto:greg.king@co.maui.hi.us">greg.king@co.maui.hi.us</a>
Maui County Council	Ross Izumigawa	270-7661	270-7686	<a href="mailto:ross.izumigawa@mauicounty.us">ross.izumigawa@mauicounty.us</a>
County of Maui-Dept of Water Supply	Kenneth L. Bissen Holly Perdido	270-7684	270-7136	<a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@co.maui.hi.us</a> <a href="mailto:holly.perdido@co.maui.hi.us">holly.perdido@co.maui.hi.us</a>
County of Kauai	Ernest W. Barreira	241-4295	241-6297	<a href="mailto:ebarreira@kauai.gov">ebarreira@kauai.gov</a>
Kauai County Council	Lisa Ishibashi Scott Sato	241-4820 241-4810	241-6349 241-6349	<a href="mailto:lishibashi@kauai.gov">lishibashi@kauai.gov</a> <a href="mailto:ssato@kauai.gov">ssato@kauai.gov</a>
County of Kauai-Dept of Water	Fay Tateishi	245-5423	245-5813	<a href="mailto:ftateishi@kauaiwater.org">ftateishi@kauaiwater.org</a>

**USE OF THIS VENDOR 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 or vendor list contract vendor(s).

**CONTRACTORS.** The following contractors, listed alphabetically, are authorized to provide Mailing Equipment, Supplies and Maintenance for the categories stated. They have signed a Master Agreement with the State of Arizona and a Participating Addendum with the Hawaii State Procurement Office.

<i>Contractor</i>	<i>Master Agreement No.(ADSP011-00000411-X)</i>
Neopost USA, Inc.	ADSP011-00000411-4
Pitney Bowes Inc.	ADSP011-00000411-7

**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. 12-15. *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 the DOE, HHSC, OHA, 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 \$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 VL CONTRACT NO. 12-15 AND MASTER AGREEMENT NO. ADSPO11-00000411-X** shall be typed on purchase orders issued against this vendor list contract. For pCard purchases, the SPO VL Contract No. 12-15 and Master Agreement No. ADSPO11-00000411-X 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 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.

**VENDOR AND PRODUCT EVALUATION** form SPO-012, 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. For all categories where there is more than one vendor, obtain quotes from all vendors in that category. The Vendor Category Chart is provided below to assist in determining which vendors can offer a category.
2. Choose the option that works best for your situation.

**VENDOR CATEGORY CHART**

	<b>Neopost (n)</b>	<b>Pitney Bowes (p)</b>
<b>Category</b>		
Postage Meter Rental	n	p
Mailing Systems, Ultra Low Volume	n	p
Mailing Equipment, Mailing Systems, Low Volume	n	p
Mailing Equipment, Mailing Systems, Medium Volume	n	p
Mailing Systems, High Volume	n	p
Mailing System, Production	n	-
Integrated Postal Scales	n	p
Letter Openers, Low Volume	n	-
Letter Openers, High Volume	n	-
Letter Folders, Low Volume	n	-
Letter Folders, High Volume	n	p
Insertion Production	n	p
Folder/Insertion, Low Volume	n	p
Folder/Insertion, Medium Volume	n	p
Folder/Insertion, High Volume	n	p
Folder/Insertion, Production	n	p
Envelope Mail Labeler, Low Volume	-	-
Envelope Mail Labeler, Medium Volume	-	-
Envelope Mail Labeler, High Volume	-	-
Envelope Mail Labeler, Production	-	-
Envelope Addressing System, Low Volume Ink Jet	n	p
Envelope Addressing System, Medium Volume Ink Jet	n	p
Envelope Addressing System, High Volume Ink Jet	n	p
Envelope Addressing System, Production Ink Jet	n	p
Tabbers, Low Volume	n	p
Tabbers, Medium Volume	n	p
Tabbers, Production	-	p
Check Imprinting/Endorsing	-	-
Pressure Sealing, Production	-	-
Bursting Equipment, Production	-	-
Pre-Sorting Equipment, Production	-	p
Extractors	-	-
Software, License and Subscription		p
Mailing Specific Furniture	n	p

## NEOPOST AND HASLER ORDERS

Neopost USA, Inc.  
478 Wheelers Farms Rd.  
Milford, CT 06461

## REMITTANCE ADDRESS

Lease Payments (Neopost & Hasler)

MailFinance Inc.  
25881 Network Place  
Chicago, IL 60673

Neopost Payments

Neopost USA, Inc.  
25880 Network Place  
Chicago, IL 60673

## CONTACT INFORMATION

Contact: Stacey Graham

Email: [s.graham@neopost.com](mailto:s.graham@neopost.com)

Phone: (713) 690-0635

Fax: (832) 553-7337

Web site: <http://www.neopostinc.com/NAGA/Government-Accounts/WSCA.aspx>

## AUTHORIZED DEALER (All payments shall be made to Neopost USA, Inc. or MailFinance, as appropriate)

Dealer Name: Integrated Business Solutions of Hawaii

Dealer Address: 99-1046 Iwaena Street  
Aiea, HI 96701

Point of Contact: Michael Robinson

Phone: (808) 545-5540 x231

Fax: (808) 488-7788

Email: [mrobinson@BusinessSolutionsHI.com](mailto:mrobinson@BusinessSolutionsHI.com)

Point of Contact: Dan Hollembaek

Phone: (808) 545-5540 x203

Fax: (808) 488-7788

Email: [dan@BusinessSolutionsHI.com](mailto:dan@BusinessSolutionsHI.com)

Web site: [www.BusinessSolutionsHI.com](http://www.BusinessSolutionsHI.com)

## AWARDED CATEGORIES

- Postage Meter Rental
- Ultra Low Volume Mailing Systems
- Low Volume Mailing Systems
- Medium Volume Mailing Systems
- High Volume Mailing Systems
- Production Volume Mailing Systems
- Integrated Postal Scales
- Low Volume Letter Openers
- High Volume Letter Openers
- Low Volume Letter Folders
- High Volume Letter Folders
- Inserter Production
- Low Volume Folder-Inserter
- Medium Volume Folder-Inserter
- High Volume Folder-Inserter
- Production Folder-Inserter
- Low Volume Ink Jet Envelope Addressing System
- Medium Volume Ink Jet Envelope Addressing System
- High Volume Ink Jet Envelope Addressing System
- Production Ink Jet Envelope Addressing System
- Low Volume Tabbers
- Medium Volume Tabbers
- Mailroom Specific Furniture

## BUSINESS ADDRESSES

Corporate:  
1 Elmcroft Road  
Stamford, CT 06926-0700

## REMITTANCE ADDRESS (For Sale, Rental, Supplies, and Services Payments)

Pitney Bowes Inc.  
PO Box 371896  
Pittsburgh, PA 15250-7896

Address Overnight:  
Pitney Bowes Inc  
Attn: Box 371896  
500 Ross Street Suite 154-0470  
Pittsburgh, PA 15262-0001

## REMITTANCE ADDRESS (For Lease Payments)

Pitney Bowes Global Financial Services LLC  
PO Box 371887  
Pittsburgh, PA 15250-7887

Address Overnight:  
Pitney Bowes Global Financial Services LLC  
Attn: Box 371887  
500 Ross Street Suite 154-0470  
Pittsburgh, PA 15262-0001

## CONTACT INFORMATION

*Contact:* Bill Walter, Director of Government Sales, West Region  
*Email:* [bill.walter@pb.com](mailto:bill.walter@pb.com)  
*Phone:* (480) 206-2984  
*Fax:* (203) 460-5758

*Contact:* Joanne Drummond, Major Account Manager  
*Email:* [joanne.drummond@pb.com](mailto:joanne.drummond@pb.com)  
*Phone:* (808) 561-7436  
*Fax:* (203) 460-5516

*Web site:* <http://www.pb.com/State-and-Local-government-Solutions/States/Hawaii.shtml>

## AWARDED CATEGORIES

- Postage Meter Rental
- Ultra Low Volume Mailing Systems
- Low Volume Mailing Systems
- Medium Volume Mailing Systems
- High Volume Mailing Systems
- Integrated Postal Scales
- High Volume Letter Folders
- Inserter Production
- Low Volume Folder-Inserter
- Medium Volume Folder-Inserter
- High Volume Folder-Inserter
- Production Folder-Inserter
- Low Volume Ink Jet Envelope Addressing System
- Medium Volume Ink Jet Envelope Addressing System
- High Volume Ink Jet Envelope Addressing System
- Production Ink Jet Envelope Addressing System
- Low Volume Tabbers
- Medium Volume Tabbers
- Production Tabbers
- Production Pre-Sorting Equipment
- Software License and Subscription
- Mailroom Specific Furniture