

DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR
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ASSISTANT ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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January 11, 2017

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

FROM: For Sarah Allen, Administrator *Mara Smith*

SUBJECT: **Price List Change No. 1**
SPO Price List Contract No. 16-09
ARMORED CAR SERVICES FOR VARIOUS STATE AGENCIES ON OAHU
IFB-16-005-O
Expires: March 31, 2017

The following changes are made to the price list contract:

1. The contract is extended to March 31, 2017.
2. The Point of Contact information for Honolulu City Council is updated.

The current price list contract incorporating Change No. 1 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.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 16-09
Replaces SPO PL Contract No. 12-08
Change No. 1
Effective: 01/17/2017

ARMORED CAR SERVICES FOR VARIOUS STATE AGENCIES ON OAHU
(IFB-16-005-O)
February 1, 2016 to March 31, 2017

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	Senate
Department of Education (DOE) (Excludes Charter Schools)	Judiciary City and County of Honolulu (C&C Honolulu)
Hawaii Health Systems Corporation (HHSC)	Honolulu City Council
Office of Hawaiian Affairs (OHA)	Honolulu Board of Water Supply
University of Hawaii (UH)	Honolulu Authority for Rapid Transportation (HART)
House of Representatives (House)	

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 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.

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Phone	FAX	E-mail
Executive	Carey Ann Sasaki	586-0575	586-0570	careyann.r.sasaki@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

Jurisdiction	Name	Phone	FAX	E-mail
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
Honolulu City Council	Heather Murakami	768-5084	768-1363	hmurakami@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

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 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 Contractor(s).

CONTRACTOR. C R Dispatch Service Inc. dba Security Armored Car and Courier Service of Hawaii is the Contractor that is authorized to provide armored car services for various state agencies on Oahu.

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. 16-09, 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.

UNIT PRICES include delivery to destination and all other costs except the State General Excise Tax, currently 4.5% for sales on Oahu. Agencies are advised to add tax amount to their purchase order total.

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 Contractors 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 PL Contract No. 16-09 will be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 16-09 shall be notated on the appropriate transaction document.

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 price list contract, is available to agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

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

CONTRACTOR INFORMATION.

C R Dispatch Service Inc. dba Security Armored Car and Courier Service of Hawaii

Business Address:

1747 Hoe Street
Honolulu, HI 96819

Contact Person(s):

Alison R. Misajon
Phone: (808) 847-4276
Email: almisajon@securityarmoredcar.net

Fax: (808) 841-0837

Remittance Address:

P.O. Box 2073
Honolulu, HI 96805

ORDERING INSTRUCTIONS.

REQUEST FOR SERVICES: Agencies shall contact the Contractor, C R Dispatch Service Inc. dba Security Armored Car and Courier Service of Hawaii (hereinafter "Contractor") directly during the contract term to set up/amend a service schedule.

Complete and submit the attached "Request for Armored Car Services" form to Contractor for each pick-up/drop-off location.

Agencies shall not request and Contractor shall not perform services outside of the contract term. Agencies shall give Contractor at least ten (10) business days notice from date of request submittal to the date to begin services. Services may start sooner than the ten (10) business days if requested by the Agency and agreeable by the Contractor.

AGENCY RESPONSIBILITY:

- *Waiting Time.* The waiting period per single location shall not exceed five (5) minutes.
- *Transport Bags.* Bags for transmittal are furnished by the agency's bank.
- *Secured and Identifiable Shipments.* Agency shall ensure that all shipments are contained in securely locked or sealed bags, envelopes, or packages prior to pick-up. Shipment shall identify where the shipment is coming from and where the shipment shall be delivered to.
- *Service Schedule.* Agency shall notify Contractor should there be any sporadic deviations from the agreed upon Service Schedule; Contractor shall notify Agency of delays due to mechanical breakdown and the length of the delay.
- *Changes in the Service Schedule.* Agency shall notify Contractor in writing of all permanent changes in agreed upon service schedule and shall give Contractor at least ten (10) business days notice prior to change taking place. If change in service schedule falls under a different price point, adjust the price as necessary.

- *Shipment Receipt Books.* Contractor shall provide shipment receipt books at the time of initial service and thereafter upon request.
- *Guard Identification.* Agency shall confirm that Guard and their ID tag/badge matches against list of authorized personnel provided by Contractor. The State has the option to refuse transfer of shipments if guards are not properly identified.

ESTIMATING YOUR MONTHLY COST FOR ARMORED CAR SERVICES:

- Determine the frequency of service per month
- Determine what area/district your pick-up and drop-off locations fall under. Area/District descriptions located on the following page.
- Calculate: Price per Day x Frequency.
- Example: My pick-up location is on Punchbowl and my drop-off location is the downtown FHB. Both Punchbowl and downtown locations are listed under the Metro area/district. The price for pick-up Metro, drop-off Metro is \$8.75 per day. I require services twice a month. Equation: \$8.75 per day x 2 pick-ups per month = estimated monthly expenditure of \$17.50.

Item No.	Pick-Up Area	Drop-Off Area	Price per Day
a	Metro	Metro	\$8.75
f	Leeward	Metro	\$8.75
k	Central	Metro	\$8.75
p	Windward	Metro	\$8.75

The below listed pick-up/drop-off combinations will be done by the Contractor at no charge (\$0.00).

No.	Pick-Up Area	Drop-Off Area
b	Metro	Leeward
c	Metro	Central
d	Metro	Windward
e	Metro	North Shore
g	Leeward	Leeward
h	Leeward	Central
i	Leeward	Windward
j	Leeward	North Shore
l	Central	Leeward
m	Central	Central
n	Central	Windward
o	Central	North Shore
q	Windward	Leeward
r	Windward	Central
s	Windward	Windward
t	Windward	North Shore
u	North Shore	Metro
v	North Shore	Leeward
w	North Shore	Central
x	North Shore	Windward
y	North Shore	North Shore

Area/District Descriptions

Metro: Hawaii Kai, Aina Haina, Kaimuki, University, Ala Moana, Downtown, Punchbowl, Kalihi, Airport

Leeward: Halawa, Aiea, Pearl City, Waipio, Waipahu, Kapolei, Ewa, Waianae

Central: Mililani, Wahiawa

Windward: Kahaluu, Kaneohe, Kailua, Waimanalo

North Shore: Hauula, Kahuku, Haleiwa

REQUEST for ARMORED CAR SERVICES

IFB-16-005-O; SPO PL Contract No. 16-09

For Agency Use

Agency hereby submits the following request for services.

Submitted by: _____
Phone No.: _____
Date to begin services: _____

For Contractor Use

Contractor hereby accepts Agency's request for services effective the Date stated, or as amended.

Signature: _____
Print Name: _____

PICK-UP FROM:

Department: _____
Division/Branch: _____
Street Address: _____
Room/Suite: _____
Building: _____
City/Zip/Island: _____
Contact Person: _____
Phone Number: _____

INVOICE ADDRESS:

DAYS REQUESTING PICK-UP (check all that apply):

- | | | |
|--|-----------------------|-------|
| <input type="checkbox"/> Sunday | Approx. Pick-up Time: | _____ |
| <input type="checkbox"/> Monday | Approx. Pick-up Time: | _____ |
| <input type="checkbox"/> Tuesday | Approx. Pick-up Time: | _____ |
| <input type="checkbox"/> Wednesday | Approx. Pick-up Time: | _____ |
| <input type="checkbox"/> Thursday | Approx. Pick-up Time: | _____ |
| <input type="checkbox"/> Friday | Approx. Pick-up Time: | _____ |
| <input type="checkbox"/> Saturday | Approx. Pick-up Time: | _____ |
| <input type="checkbox"/> Holidays | Approx. Pick-up Time: | _____ |
| <input type="checkbox"/> Agency will contact vendor for furlough day/holiday pick up | | |
| <input type="checkbox"/> Other (specify): _____ | | |

Special Instructions: _____

FOR WHICH DAY DELIVERY:

- | | | |
|--|------------------|-------|
| <input type="checkbox"/> Same Day Delivery | Deliver-by Time: | _____ |
| <input type="checkbox"/> Next Day Delivery | Deliver-by Time: | _____ |
| <input type="checkbox"/> Next day only if too late for same day delivery | Deliver-by Time: | _____ |
| <input type="checkbox"/> Other (specify): _____ | Deliver-by Time: | _____ |

DELIVER TO:

Bank: _____
Location/Branch: _____
Other (specify): _____
location: _____
street: _____
room/suite: _____
city/zip/island: _____
contact person (if applicable): _____
phone number (if applicable): _____

TYPES OF ITEMS:

Types of items to be delivered: _____

Agency - Submit completed form to Contractor. Contractor - Once request approved/accepted, sign. Copy to agency.