

DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR
MARA SMITH
ASSISTANT ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 586-0554
email: state.procurement.office@hawaii.gov
<http://spo.hawaii.gov>
Twitter: [@hawaiispo](https://twitter.com/hawaiispo)

March 07, 2017

TO: Executive Departments/Agencies
Department of Education
(Excludes Charter Schools)
Hawaii Health Systems Corporation
Office of Hawaiian Affairs
University of Hawaii
County of Kauai
Kauai County Council
County of Kauai – Department of Water

FROM: For Sarah Allen, Administrator *Mara Smith*

SUBJECT: **Change No. 3**
SPO Price List Contract No. 16-12
GASOLINE/DIESEL FUELING & GAS CREDIT CARD SERVICES - KAUAI
Expires: January 31, 2019
IFB-16-006-K

The following change is made to the price list contract:

1. The vendor code for HIE Retail, LLC is listed on page 5.

This 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 Lori Cervantes at (808) 587-3355 or lori.m.cervantes@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 16-12
Replaces SPO PL Contract No. 11-05
Includes Change No. 3
Effective: 3/07/2017

**GASOLINE/DIESEL FUELING AND GAS CREDIT CARD
SERVICES - KAUAI**

(IFB-16-006-K)

February 1, 2016 to January 31, 2019

The benefits to utilize the SPO Price List contract includes:

- Efficiency savings on the procurement and contract management by SPO on behalf of all departments and agencies;
- Costs savings on the exclusion of the Federal Excise Tax for state or local government use of diesel fuel and gasoline. The cost per gallon savings is \$0.183 for unleaded gasoline and \$0.243 for diesel fuel; and
- Credit card system provides monthly reports on fuel purchases for each vehicle.

Pursuant to HRS §196-9(c) on energy efficiency and environmental standards for state facilities, motor vehicles, and transportation fuel, agencies shall use the most appropriate minimum octane fuel, provided that vehicles shall use 87-octane fuel unless the owner's manual for the vehicle states otherwise or the engine experiences knocking or pinging.

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

Executive Departments/Agencies
Department of Education
(Excludes Charter Schools)
Hawaii Health Systems Corporation
Office of Hawaiian Affairs
University of Hawaii
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 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.

Participating jurisdictions and agencies that do not utilize this price list contract may procure unleaded/diesel gasoline from other gasoline vendors with the following reminders:

- Determine that it is not advantageous or not practicable to utilize this price list contract.
- May establish an account from another gasoline vendor.
- May pay by cash and seek reimbursement accordingly.
- Are prohibited from using the State of Hawaii pCard for gasoline purchases.
- Pricing for unleaded/diesel gasoline is pump price per gallon which includes the Federal Excise Tax (FET) of \$0.183 per gallon for unleaded gasoline and \$0.243 for diesel fuel. This price list contract excludes the FET; purchases from other gasoline vendors includes the FET.
- Executive Departments/Agencies (excludes DOE, OHA, UH and HHSC), pursuant to Comptroller's Memorandum 2010-34, purchases of premium 92 grade or 89-mid grade gasoline is prohibited unless pre-approved by the Comptroller.
- Verify vendor compliance with paper certificates or an online certificate through Hawaii Compliant Express (HCE), pursuant to HRS §103D-310(c) and HAR §3-122-112 for purchases \$2500 or more from other gasoline vendors.
- 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 is 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	Lori Cervantes	587-3355	586-0570	lori.m.cervantes@hawaii.gov
Department of Education (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	doeprocare@notes.k12.hi.us
Hawaii Health Systems Corporation	Joe Evanoff	733-4168	733-4460	jevanoff@hhsc.org
Office of Hawaiian Affairs	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
University of Hawaii	Matthew Chow (Primary) Karlee Hisashima	956-2765 956-8687	956-2096 956-2093	chowmatt@hawaii.edu karlee@hawaii.edu
County of Kauai	Ernest Barreira	241-4295	241-6297	ebarreira@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 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).

GAS CREDIT CARD is restricted to use by authorized department or agency personnel for the purchase of gasoline and/or diesel fuel for government vehicles and motorized equipment such as lawn mowers, generators, etc.

Agencies will be issued one credit card per vehicle; however, an agency may request additional credit cards if more than one driver is assigned to a vehicle.

Within ten (10) days of receipt of an application for credit card(s), the contractor shall issue the credit card(s) to the agency. The vendor shall select a carrier that shall insure secured delivery of the credit card(s) to the agency at no cost to the State.

Vendor shall include the following minimum information, screened and/or embossed on the front or back of each gas credit card issued under this contract.

- Contractor Name and Logo
- Return mailing address of contractor
- "State of Hawaii" with facsimile of state seal
- Authorized Gasoline Purchase Only" or "Fuel Only"
- Department and Agency Name
- Vehicle License Plate Number

Agencies shall check their gas credit card(s) immediately to report any discrepancies to the vendor. There is a no charge to the State for issuance of gas credit cards.

UNAUTHORIZED USE, STOLEN, LOST GAS CREDIT CARDS. State agencies shall maintain a record of new and current gas credit cards issued. Unauthorized use, stolen or lost gas cards shall be reported to the Customer Service personnel at HIE Retail, LLC. Customer Service name, phone number, and email for each vendor are listed herein. Customer Service name, phone number, and email for each vendor are listed herein.

VENDOR CONTACT INFORMATION:
Island of Kauai – HIE Retail, LLC

Correspondence Address
3011 Aukele Street
Lihue, Hawaii 96766

Remittance Address
HIE Retail, LLC
3011 Aukele Street
Lihue, HI 96766
Vendor Code: 343193-00

Mr. David Harjo
Phone: (808) 245-1911
Fax: (808) 246-1054
Email: david.harjo@parpacific.com

NEW GAS CREDIT CARD APPLICATION FORM FOR KAUAI. To download application form for new HIE Retail, LLC. gas credit cards on Kauai, go the SPO website: <http://spo.hawaii.gov>. Click on *Price List and Vendor List Contracts* at the main menu. Scroll down the first column and click on 16-12-A.

COMPTROLLER’S MEMORANDUM 2012-19. Pursuant to HRS §196-9(c) on energy efficiency and environmental standards for state facilities, motor vehicles, and transportation fuel, agencies shall use the most appropriate minimum octane fuel, provided that vehicles shall use 87-octane fuel unless the owner’s manual for the vehicle states otherwise or the engine experiences knocking or pinging.

The purchase of mid 89-grade or premium 92-grade unleaded gasoline is strictly prohibited unless justified and prior approval of the Comptroller is obtained.

Questions regarding procedures to obtain approval to purchase higher grades of gasoline shall be directed to:

Mr. Brian Saito
Automotive Management Division
Phone: (808) 586-0343

AGENCY INSTRUCTIONS TO DRIVERS OF GOVERNMENT VEHICLES. Agencies shall provide the following information and guidelines to drivers prior to operating a vehicle:

- The gas credit card shall be used to purchase gasoline and diesel fuel for government vehicles and for motorized equipment such as lawn mowers, generators, etc. at HIE Retail, LLC on the island of Kauai.
- Remind personnel Comptroller’s Memorandum 2012-19. The purchase of mid 89-grade or premium 92-grade unleaded gasoline is strictly prohibited unless justified and prior approval of the Comptroller is obtained.
- The gas credit card shall not be used for car washes, snacks, food items, etc.
- If personnel selects the incorrect grade of gasoline (89 or 92 grade), personnel shall immediately stop fueling and end the fuel purchase transaction. Personnel shall start again by re-swiping the gas card and selecting the correct grade of gasoline (87 grade).
- A listing of available gas station locations for HIE Retail, LLC. is listed on page 8.

- Agencies shall establish a written procedure when the last driver is responsible to top off the state vehicle gas tank when the vehicle's gas tank reading reaches a level that warrants to be refilled.

DISPENSING TIMES. Vendor fueling stations shall be open for business for a minimum of 12 hours daily between the hours of 6:00 AM and 6:00 PM every day of the year with self-service or attendant-assisted fuel dispensing services.

PRICE per gallon shall be the all-inclusive cost to the State except for the amount of the GET (currently 4.0% for Kauai), unless changed and or waived by State Federal or County laws, Hawaii Liquid Fuel Tax, County Fuel Tax, Hawaii Environmental Response Tax, Federal LUST Tax and Federal Oil Spillage Tax. These items shall be added as separate line items when invoicing.

FEDERAL EXCISE TAX. The State of Hawaii is exempt from the Federal Excise Tax on gasoline and diesel fuel for Kauai. The State of Hawaii shall submit the *Federal Certificate of State or Local Government Use of Diesel Fuel and Gasoline*, or as revised, to HIE Retail, LLC.

ULSD OFF ROAD FUEL. Vendor is not required to offer *ULSD Off Road* fuel under this contract. However, if vendor has available for sale, *ULSD Off Road* fuel at any of its gas station locations, participating agencies at its option may purchase this product using the vendor's issued fleet gas card. *ULSD Off Road* pricing is gas pump price excluding the FET on diesel fuel.

BIODIESEL. Vendor is not required to offer *Biodiesel* fuel under this contract. However, if the vendor has available for sale, *Biodiesel* fuel at any of its gas station locations, participating agencies at its option may purchase this product using the vendor's issued fleet gas card. *Biodiesel* pricing is gas pump price excluding the FET on diesel fuel.

ACCOUNTING. A printed hard copy receipt of each transaction shall be provided upon completion of fueling. At a minimum, the receipt shall include the following information:

1. Department/Agency name if applicable, and/or account number, if available.
2. State vehicle license plate number, account number, and/or credit card number to identify the vehicle and individual purchasing the fuel.
3. Date and time of fueling.
4. Quantity (gallons) and grade of unleaded fuel.
5. Quantity (gallons) and type of diesel fuel.
6. Unit price and extended total cost of fuel, if available.
7. Identification number of individual making the purchase.
8. Transaction or receipt number, if available.
9. Name and location of fueling station.

REPORTS. Vendor shall submit a monthly report to the SPO which shows the amount in gallons and dollar cost by type of fuel purchased by each department and/or purchasing jurisdiction. The report shall include the following information:

1. Department, Division/Agency, account number.
2. Type and grade of fuel
3. Quantity of fuel (gallons).
4. Cost of fuel (including all applicable taxes).
5. Summarize and total all columns.

GAS AND DIESEL PRICE PER GALLON COST AVAILABLE ON THE INTERNET at the SPO website: <http://spo.hawaii.gov>. Click on *Price List and Vendor List Contracts* at the home page. Then search for the number listed in the first column:

- 16-12-Kauai

VENDOR CODES for annotation on purchase orders are obtainable from the *Alphabetical Vendor Edit Table Report* 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. 16-12. *No further compliance verification is required prior to issuing a contract or purchase order, when utilizing this contract.*

SPO PL Contract No. 16-12 should be typed on purchase orders issued against this price list contract or 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.

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 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.

GAS FACILITY LOCATIONS

ISLAND OF KAUAI

VENDOR: HIE Retail, LLC

Lihue: 3011 Aukele Street, Lihue (Diesel fuel available)

Puhi: 1501 Hanalima Road, Puhi (Diesel fuel available)

Kekaha: 7189 Kaunaulii Highway, Kekaha (Diesel fuel available)

Eleele: 185 Aka Ula Street, Eleele (Diesel fuel available)

Kapaa: 986 Kipuni Way, Kapaa (Diesel fuel available)

Princeville: 5-4280 Kuhio Highway, Princeville (Diesel fuel available)

NEIL ABERCROMBIE
GOVERNOR




Dean H. Seki
Comptroller
Maria E. Zielinski
Deputy Comptroller

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

AMD.12.0031

October 19, 2012

COMPTROLLER'S MEMORANDUM 2012-19

TO: Heads of Departments
FROM: Dean H. Seki, Comptroller 
SUBJECT: Gasoline and or Diesel Fuel - Statewide

Pursuant to HRS §196-9(c) on energy efficiency and environmental standards for state facilities, motor vehicles, and transportation fuel, agencies shall use the most appropriate minimum octane fuel, provided that vehicles shall use 87-octane fuel unless the owner's manual for the vehicle states otherwise or the engine experiences knocking or pinging.

The purchase of mid 89-grade or premium 92-grade unleaded gasoline is strictly prohibited, unless justified and prior written approval of the Comptroller is obtained.

Purchases of gasoline or diesel fuel may be obtained using the State Procurement Office (SPO) price list contract for gasoline/diesel fuel and gas credit card services. Contract information is available at the SPO website: <http://hawaii.gov/spo>; click on *Price List and Vendor List Contracts* at the main menu, and *Search* for 'gasoline' and the applicable island.

Any questions on this issue may be directed to Brian Saito, Automotive Management Division at 586-0343.

cc: State Procurement Office
DAGS, Pre-Audit