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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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May 18, 2017

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

FROM: for Sarah Allen, Administrator *Mara Smith*

SUBJECT: Change No. 7  
SPO Price List Contract No. 12-14  
**COMMERCIAL CAR RENTAL SERVICES – STATEWIDE**  
RFP-12-007-SW  
**Expires: August 31, 2017**

The following changes are made to the price list contract.

1. The price list contract is extended to August 31, 2017.
2. The point of contact for the Honolulu City Council is Heather Murakami.
3. The point of contact for the Maui County Council is Sandy Baz.

The current contract incorporating Change No. 7 is available on the SPO website: <http://spo.hawaii.gov> click on Price and Vendor List Contracts at the main menu.

If you have any questions, please contact Bonnie Kahakui at (808) 587-4702, or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Price List Contract No. 12-14**  
Replaces SPO Price List Contract No. 07-35  
Includes Change No. 7  
Effective: 06/01/2017

**COMMERCIAL CAR RENTAL SERVICES – STATEWIDE**

(RFP-12-007-SW)

**June 1, 2012 – August 31, 2017**

**GENERAL INFORMATION.** "Rental of cars shall be allowed where it would be impractical to obtain necessary transportation in government owned vehicles or privately owned vehicles on a mileage basis, and where public carriers are not available to the point to be visited," as stated in HAR, Section 3-10-10(d)(1). A cost analysis should be done to determine if the cost and benefits of a car rental outweighs public transportation, taxis, airport, and/or hotel shuttle alternatives. Car rentals should not be used solely on the basis of convenience.

**PRICE LIST IS FOR INTRA-STATE CAR RENTALS ONLY.**

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

**EXCEPTION TO THE PRICE LIST.** An exception may be granted when the price list contract does not meet the purchasing agency's needs. For this purpose, Executive Branch Department Heads (or as delegated by the department head) are granted the authority to make the exception approval. This procedure will allow departments to make their own determination when not practicable or advantageous to use the contract vendor(s).

All approvals shall be made prior to purchase. Purchases made after-the-fact, without prior approval, shall be processed as procurement violations through form SPO Form-016, *Procurement Violation: Report of Findings and Corrective Action and/or Request for After-the-Fact Payment Approval*.

Executive departments and participating jurisdictions may use form SPO-005, *SPO Price or Vendor List Contract Exception* as a template to record and file requests. Form SPO-005 may be edited to meet specific department needs. SPO forms are available on the SPO website at <http://spo.hawaii.gov>. Click on *Forms* on the main menu.

When the price list contract is not used, agencies shall purchase using the applicable method of procurement and its procedures, such as small purchases or IFB.

**POINT OF CONTACT.** Questions regarding the services 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 (Excludes UH)	Bonnie Kahakui	587-4702	586-0570	<a href="mailto:bonnie.a.kahakui@hawaii.gov">bonnie.a.kahakui@hawaii.gov</a>
DOE (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	<a href="mailto:doeprocurement@notes.k12.hi.us">doeprocurement@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>
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:bfs purchasing@honolulu.gov">bfs purchasing@honolulu.gov</a>
Honolulu City Council	Heather Murakami	768-5084	768-1363	<a href="mailto:hmurakami@honolulu.gov">hmurakami@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 - Department of Water Supply	Ka'iulani Matsumoto	961-8050	961-8657	<a href="mailto:kmatsumoto@hawaiiidws.org">kmatsumoto@hawaiiidws.org</a>
County of Maui	Greg King	270-7488	270-7138	<a href="mailto:greg.king@co.maui.hi.us">greg.king@co.maui.hi.us</a>
Maui County Council	Sandy Baz	270-7660	270-7686	<a href="mailto:sandy.baz@mauicounty.us">sandy.baz@mauicounty.us</a>
County of Maui - Department of Water Supply	Kenneth Bissen Holly Perdido	270-7684 270-7684	270-7136 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	<a href="mailto:lishibashi@kauai.gov">lishibashi@kauai.gov</a> <a href="mailto:ssato@kauai.gov">ssato@kauai.gov</a>
County of Kauai - Department of Water	Fay Tateishi	245-5426	245-3813	<a href="mailto:ftateishi@kauaiwater.org">ftateishi@kauaiwater.org</a>

**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 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> 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 (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 a SPO price or vendor list Contractor(s).

**CONTRACTOR: Panda Travel, Inc.**

Contact: Ken Ikeda  
Address: 1017 Kapahulu Avenue, Honolulu, HI 96816  
Telephone: (808) 738-3352  
Toll free (888) 726-3288  
Facsimile: (808) 738-3375  
Hours of Operation: Monday to Friday: 8:00 am to 5:00 pm  
Internet Capability: <https://hawaiistatecars.com> to make reservations or to check current contract car rental rates.

**AVAILABILITY AND GUARANTEE.** Compact cars are available on all islands with the exception of Lanai and Hana, Maui. Subcontractors, Enterprise Rent-A-Car, National Car Rental, and Alamo Rent-A-Car guarantee availability of compact cars Monday through Friday (except State holidays) statewide. All other car sizes are subject to availability when reservations are made.

**CAR SIZE.** The size of the car shall be determined by the number of people in the group.

Compact Car	1 - 2 passengers
Midsized (intermediate)	3 - 4 passengers
Mini-van	5 or more passengers
Sports Utility Vehicles	As needed
2-Door, 4 wheel drive Jeep	As needed
15 Passenger Van	As needed
Trucks & Cargo Vans	As needed

**CAR INSURANCE.** No car insurance, such as collision damage waiver, personal accident, personal effects, or supplemental liability shall be purchased by an employee as the State is self-insured. Employees choosing to purchase insurance shall be responsible for the cost.

**VEHICLE INSPECTION.** Employees are required to inspect vehicle for damages prior to leaving the rental pick up area. Any damages shall be reported to the respective rental agent immediately. A copy of the report, if any, shall be retained with the employee's travel documents for verification, if required.

**ACCIDENT CLAIMS** for all automobile accidents or incidents involving rental cars shall be reported to the jurisdiction's Risk Management Office.

Jurisdiction	Risk Management Office Phone No.
Executive Branch (including DOE, HHSC, OHA, Judiciary)	586-0547
City & County of Honolulu (including Honolulu City Council, Honolulu Board of Water Supply)	768-3858
Honolulu Authority For Rapid Transportation	768-3859
County of Hawaii Department of Water Supply	961-7222
County of Maui (including Maui County Council, County of Maui-Department of Water Supply)	270-7897
County of Kauai (including Kauai County Council)	241-4915
Kauai Department of Water	245-5423

Enterprise Rent-A-Car, National Car Rental and Alamo Rent-A-Car shall submit claims directly to the Risk Management Office, and not the jurisdiction's employee. If the State/County denies liability on the basis that the employee was not operating the vehicle within the scope of employment at the time of the loss, the Company may handle the matter directly with the employee. Claims for damage to a vehicle may NOT include administrative fees.

**RATES** vary by car rental agency.

Rental Agency	Enterprise Rent-A-Car	National Car Rental	Alamo Rent-A-Car
Car Size	Daily Rates		
Compact	\$51.00	\$52.00	\$53.00
Midsize/Intermediate	\$51.50	\$53.50	\$54.50
Full	\$61.00	\$63.00	\$64.00
Mini-Van (7-8 passenger)	\$79.00	\$80.00	\$81.00
2 door, 4 WD Jeep	na	na	\$76.00
4 door, 4WD Jeep	na	na	\$80.00
Sports Utility Vehicle (standard)	\$77.00	\$79.00	\$81.00
Sports Utility Vehicle (full size)	\$170.00	na	na
Trucks & Cargo Vans (optional)	\$79.00	na	na
15 – passenger van (optional)	\$160.00	na	na
Drop Charges (subject to all state/county taxes)	\$25.00 (Oahu, Maui, Kauai, Molokai) \$35.00 (Hilo/Kona or reverse)		
Additional Driver Fee	waived	waived	waived
Under Age Driver Fee (21-25 yrs.)	waived	waived	waived
Grace Period	59 minutes	59 minutes	59 minutes
Overtime Charges	\$10.00 per hr.	\$10.00 per hr.	\$10.00 per hr.
Locations	See Exhibit A		

**INCLUSIONS.** All rentals include unlimited mileage, daily rate, state and county taxes, airport concession fees, customer facility charge, highway surcharge, vehicle licensing fees, and one full tank of gas. Vehicles **DO NOT** need to be refueled upon return. If additional fuel is required, to complete authorized business, employees can purchase gas at any retail station and seek reimbursement from the purchasing agency. Alternatively, on multiple day rentals, the vehicle may be returned to the station for a new vehicle with a full tank of gas (reservations are required).

**CANCELLATIONS.** There are no cancellation penalties. As a courtesy to car rental companies, reservations should be cancelled as soon as possible.

**PROCEDURES TO FOLLOW** when a car rental is required for intra-state travel. This price list contract is not applicable to out-of-state car rental.

On the Panda State website, <https://hawaiiatacars.com>, renters shall have the choice to make reservations online or by telephone for Enterprise Rent-A-Car, National Car Rental, or Alamo Rent-A-Car.

Online reservations: Access via <https://hawaiiatacars.com>. Login or access as a guest to make reservations. Creating a login will allow you to access user information and history. The pCard information is required when making reservations. A Panda Travel booking number will be provided at the time reservations are made. A confirmation number will be sent to the e-mail address provided in the reservation. Requests received after reservation hours will receive a car rental confirmation on the next business day.

Rates: The online site is pre-populated with the State’s contracted rates.

Phone reservations: Oahu: (808) 924-5459 (Call Center)- Supervisor Kana Yamamoto  
Toll free: (855) 853-2390

Reservation hours: Mon. – Fri. 8:00 am to 5:00 pm

Car Company	Enterprise Rent-A-Car	National Car Rental	Alamo Rent-A-Car
Merchant Category Code (MCC)	3405	3393	3387
Corporate Account No.	HAWGOV	5028691	7014899

Special Note: Molokai’s pick up and return location code is **MKK**.

**COMPLIANCE PURSUANT TO HRS §103D-310(c).** Prior to awarding a contract, the SPO verified compliance of the contractor with all laws governing entities doing business in the State pursuant to HRS § 103D-310(c), and the SPO will monitor compliance throughout the term of the contract via *Hawaii Compliance Express (HCE)*. Therefore, purchasing agencies are not required to verify compliance prior to issuing a pCard payment.

**PURCHASING CARD (pCard)** is the only acceptable form of payment. The pCard is required when making reservations, however, the pCard will not be charged until the vehicle is returned at the closing of the rental agreement. The pCard charges will reflect amounts paid to the respective car rental companies; Enterprise Rent-A-Car, National Car Rental, and Alamo Rent-A-Car.

**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 the 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 and Vendor List Contracts* at the home page.

# PARTICIPATING LOCATIONS

## ENTERPRISE RENT-A-CAR

### ISLAND OF OAHU

Honolulu Airport (HNL)  
3255 Aolele Street  
Honolulu, HI 96819  
Ph: (808) 836-2213

Honolulu  
677 Ala Moana Blvd.  
Honolulu, HI 96813  
Ph: (808) 536-1555

Honolulu  
1778 Ala Moana Blvd.  
Honolulu, HI 96815  
(808) 979-2600

Honolulu  
1130 N. Nimitz Hwy. A144  
Honolulu, HI 96817  
Ph: (808) 599-2677

Honolulu  
609 Ahua Street  
Honolulu, HI 96819  
Ph: (808) 636-7722

Honolulu  
1221 Kapiolani Blvd. #114  
Honolulu, HI 96814  
PH: (808) 591-1443

Waikiki  
445 Seaside Ave. #3C  
Honolulu, HI 96815  
Ph: (808) 922-0090

Waipahu  
94-050 Farrington Hwy.  
Waipahu, HI 96797  
Ph: (808) 671-5399

Waipahu  
94-1299 Ka Uka Blvd.  
Waipahu, HI 96797  
Ph: (808) 676-9495

Wahiawa  
823 California Ave. A4  
Wahiawa, HI 96786  
Ph: (808) 622-0024

Kaneohe  
46-003 Alaloa Street  
Kaneohe, HI 96744  
Ph: (808) 247-2909

Kailua  
134-A Hamakua Dr.  
Kailua, HI 96734  
Ph: (808) 261-4282

Aiea  
98-761 Oihana Pl. D4  
Aiea, HI 96701  
Ph: (808) 484-9007

Kahuku  
57-091 Kamehameha Hwy.  
Kahuku, HI 96731  
Ph: (808) 293-9102

### ISLAND OF MAUI

Maui Airport (OGG)  
740 Koanawai Pl.  
Kahului, HI 96732  
Ph: (808) 871-6982

Lahaina  
2605 Kaanapali Pkwy. 3  
Lahaina, HI 96761  
Ph: (808) 661-8804

Hana  
40 Hana Hwy.  
Kahului, HI 96732  
Ph: (808) 871-1511

Wailea  
5400 Makena  
Wailea, HI 96753  
Ph: (808) 879-9979



# **PARTICIPATING LOCATIONS**

## ***ENTERPRISE RENT-A-CAR*** *(continued)*

### **ISLAND OF HAWAII**

Keahole Int'l Airport (KOA)  
Kona Airport  
Kailua-Kona, HI 96740  
Ph: (808) 334-1810

Kailua-Kona  
74-5583 Luhia Street  
Kailua-Kona, HI 96740  
Ph: (808) 331-2509

Hilo Airport (ITO)  
1363 Kikuanaoa Street  
Hilo, HI 96720  
Ph: (808) 933-9683

Hilo  
875 Kanoelehua Ave.  
Hilo, HI 96720  
Ph: (808) 934-0359

### **ISLAND OF KAUAI**

Lihue Airport (LIH)  
3073 Aukele Street  
Lihue, HI 96766  
Ph: (808) 246-0204

Lihue  
3610 Rice Street, Ste.14  
Lihue, HI 96766  
Ph: (808) 245-9252

# **PARTICIPATING LOCATIONS**

## ***NATIONAL CAR RENTAL***

### **ISLAND OF OAHU**

Honolulu Airport (HNL)  
2912 Aolele Street  
Honolulu, HI 96819  
Ph: (808) 834-6350

Honolulu  
1778 Ala Moana Blvd  
Honolulu, HI 96815  
Ph: (808) 947-6112

### **ISLAND OF KAUAI**

Lihue Airport (LIH)  
3073 Aukele Street  
Lihue, HI 96766  
Ph: (808) 245-5638

### **ISLAND OF MAUI**

Kahului Airport (OGG)  
142 E. Mokuea Place  
Kahului, HI 96732  
Ph: (808) 871-8851

### **ISLAND OF HAWAII**

Kona Airport (KOA)  
Keahole Airport  
Kailua-Kona, HI 96740  
Ph: (808) 327-3755

Waikoloa  
69-425 Waikoloa Beach Dr.  
Waikoloa, HI 96738  
Ph: (808) 886-0205

### **ISLAND OF MAUI**

West Maui (JHM)  
30-C Halawai Drive  
Kaanapali, HI 96761  
(808) 661-7181

### **ISLAND OF HAWAII**

Hilo Airport (ITO)  
181 Kekuanoa Place  
Hilo, HI 96720  
Ph: (808) 935-0891

# PARTICIPATING LOCATIONS

## *ALAMO RENT-A-CAR*

### **ISLAND OF OAHU**

Honolulu Airport (HNL)  
3055 N. Nimitz Hwy  
Honolulu, HI 96819  
Ph: (808) 833-4585

Ala Moana/Waikiki  
1778 Ala Moana Blvd  
Honolulu, HI 96815  
Ph: (808) 947-6112

Kapolei  
92-1185 Aliinui Drive  
Kapolei, HI 96707  
Ph: (808) 676-5924

### **ISLAND OF HAWAII**

Kona Airport (KOA)  
Airport Terminal  
Kailua-Kona, HI 96745  
Ph: (808) 329-8896

### **ISLAND OF MAUI**

Kahului Airport (OGG)  
905 Mokuea Place  
Kahului, HI 96732  
Ph: (808) 872-1470

Kaanapali/Lahaina  
30C Halawai Drive  
Lahaina, HI 96761  
Ph: (808) 661-7181

### **ISLAND OF HAWAII**

Hilo Airport (ITO)  
1 General Lyman Field  
Hilo, HI 96720  
PH: (808) 961-3343

### **ISLAND OF KAUAI**

Lihue Airport (LIH)  
3276 Hoolimalima Place  
Lihue, HI 96766  
Ph: (808) 246-0645

### **ISLAND OF MOLOKAI**

Molokai Airport (MKK)  
Airport Terminal  
Hoolehua, HI 96729  
Ph: (808) 567-6381