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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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January 4, 2018

TO: Executive Departments/Agencies City and County of Honolulu
 Department of Education Honolulu City Council
 Hawaii Health Systems Corporation Honolulu Board of Water Supply
 Office of Hawaiian Affairs Honolulu Authority for Rapid Transportation
 University of Hawaii County of Hawaii
 Public Charter School Commission Hawaii County Council
 and Schools County of Hawaii – Department of Water Supply
 House of Representatives County of Maui
 Senate Maui County Council
 Judiciary County of Maui – Department of Water Supply
 County of Kauai
 Kauai County Council
 County of Kauai – Department of Water

FROM: Sarah Allen, Administrator *Allen*

SUBJECT: **New Vendor List Contract**
 SPO Vendor List Contract No. 18-03
 MAILROOM EQUIPMENT, SUPPLIES, AND MAINTENANCE -
 STATEWIDE NASPO ValuePoint Solicitation No. ADSPO16-00006328
 Expires: May 14, 2019

This is a new State Procurement Office (SPO) Vendor List Contract for NASPO ValuePoint Mailroom Equipment, Supplies, and Maintenance.

Neopost USA Inc. is the authorized contractor listed in this contract. Additional contractors shall be listed when they sign a Participating Addendum with the State of Hawaii.

This contract is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor Lists Contracts* at the home page.

If you have any questions, please contact Carey Ann Sasaki at (808) 586-0575 or careyann.r.sasaki@hawaii.gov.

WHERE TO FIND:

Information on NASPO ValuePoint.....1
Participating Jurisdictions.....2
Points of Contact.....2
Nonprofit Organizations, Contractor Listing, Vendor Codes.....3
Compliance, Software, pCard, PO, GET, Payments, Vendor/Product Evaluation...4
How to use this Vendor List Contract.....5
Contractor Information – Neopost USA Inc.....6

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Vendor List Contract No. 18-03
Replaces SPO Vendor List Contract No. 12-15
Effective: 01/08/2018

**NASPO VALUEPOINT
MAILROOM EQUIPMENT, SUPPLIES AND MAINTENANCE - STATEWIDE**
(NASPO ValuePoint Solicitation No. ADSPO16-00006328)
January 8, 2018 to May 14, 2019

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 Mailroom Equipment, Supplies and Maintenance contract. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization, LLC and contracts were awarded to seven qualified Contractors. The State of Hawaii has signed a Participating Addendum with one (1) Contractor.

This Mailroom Equipment, Supplies and Maintenance contract includes Postage Meter Rental, Mailing Systems, Integrated Postal Scales, Letter Openers, Letter Folders, Inserters, Folder/Inserters, Software (PC Postage), Envelope Addressing System Ink Jet, Tabbers, Pressure Sealing, Pre-sorting Equipment, Extractors, Mailroom Specific Furniture, Software License and Subscription, Software Consulting, Training, Design Production, Install Assembly Production, Relocation Services, Maintenance, and Lease/Rental Options.

For additional information on this contract, visit the NASPO ValuePoint website at 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
 Hawaii Health Systems Corporation
 Office of Hawaiian Affairs
 University of Hawaii
 Public Charter School Commission and Schools
 House of Representatives
 Senate
 Judiciary

City and County of Honolulu (C&C of Honolulu)
 Honolulu City Council
 Honolulu Board of Water Supply
 Honolulu Authority for Rapid Transportation
 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	careyann.r.sasaki@hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	DOEProcure@notes.K12.hi.us
HHSC	Jeff Dansdill	657-3721		jedansdill@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
Public Charter School Commission and Schools	Jessica Tanaka	586-3783	586-3776	Jessica.tanaka@spcsc.hawaii.gov
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	bfs purchasing@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

Jurisdiction	Name	Phone	Fax	E-mail
County of Hawaii	Steve Wilhelm Sebastian Callaway	961-8440	961-8248	purchasing@hawaiiicounty.gov
Hawaii County Council	Steve Wilhelm Sebastian Callaway	961-8440	961-8248	purchasing@hawaiiicounty.gov
County of Hawaii-Dept of Water Supply	Ka'iulani Matsumoto	961-8050 x224	961-8657	kmatsumoto@hawaiidws.org
County of Maui	Greg King	249-2403 x30	249-0839	greg.king@co.maui.hi.us
Maui County Council	Greg Garneau	270-7664	270-7686	greg.garneau@mauicounty.us
County of Maui-Dept of Water Supply	Kenneth L. Bissen Holly Perdido	270-7684	270-7136	ken.bissen@co.maui.hi.us holly.perdido@co.maui.hi.us
County of Kauai	Ernest W. 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-Dept of Water	Fay Tateishi	245-5423	245-5813	ftateishi@kauaiwater.org

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 contractor(s).

CONTRACTOR. The following contractor is authorized to provide Mailroom 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.(ADSP016-169XXX)</i>
Neopost USA, Inc.	ADSP016-169901

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. 18-03. *No further compliance verification is required prior to issuing a contract, purchase order or pCard payment when utilizing this contract.*

SOFTWARE AGREEMENTS. Software subscription terms and software license terms shall be mutually agreed upon in writing by the Participating Entity and the Contractor. Participating Entity shall check with their legal counsel prior to signing any software agreements.

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. Note: pCard payments are not accepted for postage.

PURCHASE ORDER (PO) may be issued for purchase \$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. 18-03 AND MASTER AGREEMENT NO. ADSPO16-169901 shall be typed on purchase orders issued to Neopost USA Inc. against this vendor list contract. For pCard purchases with Neopost USA Inc., the SPO VL Contract No. 18-03 and Master Agreement No. ADSPO16-169901 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 (except for postage).

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:

Currently, there is only one contractor listed on this vendor list contract. Agency shall obtain one (1) written quote from Neopost USA Inc. for products/services that they offer.

Agency shall inform Neopost USA Inc. that price quote is in reference to the **NASPO ValuePoint Mailroom Equipment, Supplies and Maintenance Master Agreement No. ADSPO16-169901 and the State Procurement Office Vendor List Contract No. 18-03.**

Personnel utilizing this Vendor List Contract may use the form SPO-010, Record of Procurement, which is available on the SPO website: <http://spo.hawaii.gov>; click on Forms on the SPO homepage.

CONTRACTOR CATEGORY CHART

Category	Neopost
Postage Meter Rental	X
Mailing Systems, Ultra Low Volume	X
Mailing Equipment, Mailing Systems, Low Volume	X
Mailing Equipment, Mailing Systems, Medium Volume	X
Mailing Systems, High Volume	X
Mailing System, Production	X
Integrated Postal Scales	X
Letter Openers, Low Volume	X
Letter Openers, High Volume	X
Letter Folders, Low Volume	X
Letter Folders, High Volume	X
Inserters, Production	-
Folder/Inserters, Low Volume	X
Folder/Inserters, Medium Volume	X
Folder/Inserters, High Volume	X
Folder/Inserters, Production	X
Software (PC Postage)	-
Envelope Addressing System, Low Volume Ink Jet	X
Envelope Addressing System, Medium Volume Ink Jet	X
Envelope Addressing System, High Volume Ink Jet	X
Envelope Addressing System, Production Ink Jet	X
Tabbers, Low Volume	X
Tabbers, Medium Volume	X
Tabbers, High Volume	-
Pressure Sealing, Production	-
Pre-Sorting Equipment, Production	-
Extractors	-
Mailing Specific Furniture	-
Software, License and Subscription	X
Software Consulting	X
Training	X
Design Production	X
Install Assembly Production	X
Relocation Services	X
Equipment Lease	X
Equipment Rental	X

CONTRACTOR INFORMATION

Neopost USA Inc.

Master Agreement No. **ADSP016-169901**

NEOPOST AND HASLER ORDERS

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

REMITTANCE ADDRESS

Lease Payments (Neopost & Hasler)

MailFinance Inc. Vendor Code #316948-00
Dept. 3682
PO Box 123682
Dallas, TX 75312-3682

Neopost Payments

Neopost USA Inc. Vendor Code #315050-00
Dept. 3689
PO Box 123689
Dallas, TX 75312-3689

CONTACT INFORMATION

Contact: Stacey Graham *Phone:* (281) 928-7116
Email: s.graham@neopost.com *Fax:* (832) 553-7337
Website: <https://www.neopost.com/government-accounts/naspo-value-point>

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

Dealer Name: Integrated Business Solutions of Hawaii
Dealer Address: 99-1046 Iwaena Street
Aiea, HI 96701

Point of Contact: Mike Murray
Phone: (808) 545-5540
Fax: (808) 853-3101
Email: mike@businessworkshawaii.com

Website: www.businessworkshawaii.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
- Low Volume Folder-Inserters
- Medium Volume Folder-Inserters
- High Volume Folder-Inserters
- Production Folder-Inserters
- 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
- Software License & Subscription
- Software Consulting
- Training
- Design Production
- Install Assembly Production
- Relocation Services
- Equipment Lease
- Equipment Rental