



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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April 5, 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: For Sarah Allen, Administrator

SUBJECT: **Change No. 1**  
SPO Vendor List Contract No. 18-03  
**MAILROOM EQUIPMENT, SUPPLIES, AND MAINTENANCE - STATEWIDE**  
NASPO ValuePoint Solicitation No. ADSPO16-00006328  
**Expires: May 14, 2019**

The following change has been made:

- Add Pitney Bowes Inc. to the vendor list contract.

The current vendor list contract incorporating Change No. 1 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor Lists Contracts* on the home page.

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

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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Vendor List Contract No. 18-03**  
Replaces SPO Vendor List Contract No. 12-15  
Change No. 1  
Effective: 04/06/2018

**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 Participating Addenda with two Contractors.

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](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	City and County of Honolulu (C&C 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 and Schools	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

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	Procurement Staff	675-0130	675-0133	<a href="mailto:DOEProcure@notes.K12.hi.us">DOEProcure@notes.K12.hi.us</a>
HHSC	Jeff Dansdill	657-3721		<a href="mailto:jedansdill@hhsc.org">jedansdill@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>
Public Charter School Commission and Schools	Jessica Tanaka	586-3783	586-3776	<a href="mailto:Jessica.tanaka@spcsc.hawaii.gov">Jessica.tanaka@spcsc.hawaii.gov</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: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>

Jurisdiction	Name	Phone	Fax	E-mail
County of Hawaii	Steve Wilhelm Sebastian Callaway	961-8440	961-8248	<a href="mailto:purchasing@hawaiiicounty.gov">purchasing@hawaiiicounty.gov</a>
Hawaii County Council	Steve Wilhelm Sebastian Callaway	961-8440	961-8248	<a href="mailto:purchasing@hawaiiicounty.gov">purchasing@hawaiiicounty.gov</a>
County of Hawaii- Dept of Water Supply	Ka'iulani Matsumoto	961-8050 x224	961-8657	<a href="mailto:kmatsumoto@hawaiidws.org">kmatsumoto@hawaiidws.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	Greg Garneau	270-7664	270-7686	<a href="mailto:greg.garneau@mauicounty.us">greg.garneau@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 contractor(s).

**CONTRACTORS.** The following contractors are 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
Pitney Bowes Inc.	ADSP016-169897

**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. ADSP016-169901 (for Neopost) OR MASTER AGREEMENT NO. ADSP016-169897 (for Pitney Bowes)** shall be typed on purchase orders issued against this vendor list contract. For pCard purchases with Neopost or Pitney Bowes, the SPO VL Contract No. 18-03 and Master Agreement No. ADSP016-169xxx 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 are two contractors listed on this vendor list contract. Agency shall obtain written quotes from all vendors in that category. See Vendor Category Chart below.
- Agency shall inform vendor that price quote is in reference to the **NASPO ValuePoint Mailroom Equipment, Supplies and Maintenance Master Agreement No. ADSP016-169xxx and the State Procurement Office Vendor List Contract No. 18-03.**
- Agency chooses the option that works best for their situation. 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**

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

# CONTRACTOR INFORMATION

**Neopost USA Inc.**

Master Agreement No. **ADSP016-169901**

## NEOPOST AND HASLER ORDERS

Neopost USA Inc. or MailFinance 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](mailto: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](mailto:mike@businessworkshawaii.com)

*Website:* [www.businessworkshawaii.com](http://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



## BUSINESS ADDRESS

Corporate:  
3001 Summer Street  
Stamford, CT 06926

## 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
- 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
- Inserters, Production
- Software (PC Postage)
- High Volume Tabbers
- Software License & Subscription
- Software Consulting
- Pre-Sorting Equipment, Production
- Design Production
- Install Assembly Production
- Equipment Lease