

DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR
MARA SMITH
ASSISTANT ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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<http://spo.hawaii.gov>
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Jun 26, 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

A handwritten signature in black ink, appearing to read "Sarah Allen".

SUBJECT: **New Vendor List Contract**
SPO Vendor List Contract No. 19-02
**NASPO VALUEPOINT FACILITIES MAINTENANCE AND REPAIR &
OPERATIONS (MRO), INDUSTRIAL SUPPLIES - STATEWIDE**
DASPS-2183-17
Expires: June 30, 2019

This new State Procurement Office (SPO) Vendor List Contract No. 19-02 for NASPO ValuePoint Facilities Maintenance and Repair & Operations (MRO), Industrial Supplies is effective July 1, 2018. Vendor List Contract No. VL19-02 replaces VL 11-10, which expires on June 30, 2018.

The authorized vendors are W.W. Grainger, Inc., and Fastenal Company. Additional vendors will be added to this vendor list contract when they sign a Participating Addendum with the State of Hawaii and show "Compliant" status in Hawaii Compliance Express.

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 Stanton Mato at (808) 586-0566 or stanton.d.mato@hawaii.gov.

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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Vendor List Contract No. 19-02
Replaces SPO Vendor List Contract No. 11-10
Effective: 07/01/2018

**NASPO VALUEPOINT
FACILITIES MAINTENANCE AND REPAIR & OPERATIONS
(MRO), INDUSTRIAL SUPPLIES**
(NASPO ValuePoint Contract No. DASPS-2183-17)
July 1, 2018 to June 30, 2019

INFORMATION ON NASPO VALUEPOINT

The NASPO ValuePoint Cooperative Purchasing Organization is a multi-state contracting consortium of state governments, including local governments, of which the State of Hawaii is a member. The NASPO ValuePoint Purchasing Organization 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 Oregon is the current lead agency and contract administrator for the NASPO ValuePoint Facilities Maintenance and Repair & Operations (MRO), Industrial Supplies contract. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization, LLC and contracts were awarded to thirteen (13) qualified Contractors. The State of Hawaii has signed a Participating Addendum with two (2) Contractors.

The product services and categories include janitorial equipment & supplies, sanitation cleaning chemicals & supplies, fasteners, material handling, plumbing, power sources, outdoor garden, lamps & lighting and ballasts, heating ventilation air conditioning (HVAC), hand tools, power tools (excluding automotive related tools and products), electrical, paint, security, and safety (does not include any Public Safety Equipment) products.

For additional information on this contract, visit the NASPO ValuePoint website at www.naspovaluepoint.org.



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

Executive Departments/Agencies	City and County of Honolulu
Department of Education (DOE)	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 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.

POINT 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	Telephone	Fax	E-mail
Executive	Stanton Mato	586-0566	586-0570	stanton.d.mato@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 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	bfpurchasing@honolulu.gov

Jurisdiction	Name	Telephone	Fax	E-mail
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
County of Hawaii	Sebastian Callaway Steve Wilhelm	961-8440	961-8248	purchasing@hawaiicounty.gov
Hawaii County Council	Sebastian Callaway Steve Wilhelm	961-8440	961-8248	purchasing@hawaiicounty.gov
County of Hawaii- Department of Water Supply	Ka'iulani L. Matsumoto	961-8050 x224	961-8657	kmatsumoto@hawaii.dws.org
County of Maui	Greg King	249-2403 x30	249-0839	greg.king@co.maui.hi.us
Maui County Council	Sandy Baz	270-7660	270-7686	sandy.baz@mauicounty.us
County of Maui- Department of Water Supply	Kenneth L. Bissen Holly Perdido	270-7684 270-7684	270-7136 270-7136	ken.bissen@co.maui.hi.us holly.perdido@co.maui.hi.us
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	245-5426	241-5813	ftateishi@kauaiwater.org

USE OF THIS 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 contract vendor(s).

AUTHORIZED VENDORS. The authorized vendors are listed below. They have signed a Master Agreement with the State of Oregon and a Participating Addendum with the Hawaii State Procurement Office.

<u>Company Name</u>	<u>Master Agreement Number</u>
W.W. Grainger, Inc.	8496
Fastenal Company	8497

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. 11-10. *No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this contract.*

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 vendors 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 VL Contract No. 19-02 AND MASTER AGREEMENT NO. 8496 with W.W. Grainger, Inc. and **MASTER AGREEMENT NO. 8497** with Fastenal Company will be typed on purchase orders issued against this vendor list contract. For pCard purchases, the SPO VL Contract No. 19-02 and Master Agreement No.8496 or 9497 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 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 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.

**W.W. GRAINGER, INC.
PERCENTAGE OFF LIST PER CATEGORY**

<u>Category</u>	<u>Discount</u>
1. Janitorial Equipment & Supplies (Excludes sanitation cleaning chemicals)	17%
2. Sanitation Cleaning Chemicals (Excludes janitorial equipment & supplies)	22%
3. Fasteners	35%
4. Material Handling	11%
5. Plumbing	20%
6. Power Source	19%
7. Outdoor Garden	13%
8. Lamps, Lighting, Ballasts	22%
9. HVAC	17%
10. Hand Tools	14%
11. Power Tools (excluding automotive related tools and products)	11%
12. Electrical	23%
13. Paint	13%
14. Security	17%
15. Safety (does not include any public safety equipment)	19%

**FASTENAL COMPANY
PERCENTAGE OFF LIST PER CATEGORY**

<u>Category</u>	<u>Discount</u>
1. Janitorial Equipment & Supplies (Excludes sanitation cleaning chemicals)	30%
2. Sanitation Cleaning Chemicals (Excludes janitorial equipment & supplies)	25%
3. Fasteners	57%
4. Material Handling	25%
5. Plumbing	30%
6. Power Source	30%
7. Outdoor Garden	25%
8. Lamps, Lighting, Ballasts	30%
9. HVAC	30%
10. Hand Tools	25%
11. Power Tools (excluding automotive related tools and products)	25%
12. Electrical	30%
13. Paint	25%
14. Security	30%
15. Safety (does not include any public safety equipment)	30%

SHIPPING AND DELIVERY

Prices proposed will be the delivered price to any state agency or political subdivision. All deliveries will be F.O.B. destination with all transportation and handling charges paid by the Contractor. Responsibility and liability for loss or damage will remain with Contractor until final inspection and acceptance when responsibility will pass to the Buyer except as to latent defects, fraud, and Contractor's warranty obligations. Any portion of a full order originally shipped without transportation charges (that failed to ship with the original order, thereby becoming back-ordered) will also be shipped without transportation charges.

AGENCY INSTRUCTIONS WHEN REQUESTING FOR PRICE QUOTES

1. Agency shall obtain a minimum of one (1) written price quote from an authorized vendor for expenditures under \$5,000.
2. For expenditures of \$5,000 or more, agency shall obtain a minimum of two (2) written price quotes from two (2) different authorized vendors.
3. Personnel conducting or participating in utilizing this Price/Vendor List Contract is responsible to complete form SPO-010, *Record of Procurement* when an award is for \$5,000 or greater. Form SPO-010 is optional if award is under \$5,000. All non-responsive vendor(s) and related pertinent information to this procurement shall be notated in Part C. The completed and properly signed (personnel with delegated authority) copy of the SPO-010 shall be kept in the procurement/contract file.
4. Vendor Contact Information is listed on pages 9 to 13.

CONSIDERATION OF QUOTES. Agencies shall consider all responsive and responsible quotes received. An award shall be made to the vendor(s) offering the lowest price. If the lowest price does not meet the agencies specification requirement, the award may be made to the vendor(s) whose offer represents the best value to the agency. Best value means the most advantageous offer determined by evaluating and comparing all relevant criteria in addition to price so that the offer meeting the overall combination that best services the agency is selected. These criteria may include, in addition to others, the total cost of ownership, performance, history of the vendor, quality of goods, services, delivery and proposed technical performance.

LEASE AGREEMENTS are not authorized by this vendor list contract.

VENDOR

INFORMATION FOR

W.W. GRAINGER, INC.

FASTENAL COMPANY

W.W. Grainger, Inc.

Business Address

W.W. Grainger, Inc.
2833 Paa Street
Honolulu, HI 96819-4406

Remittance Address

Grainger
DEPT C Pay
Palatine, IL 60038-0001
Vendor Code# 276597-08

Phone: 808-423-0028 | Toll Free: 877-423-0028 | Fax 808-423-0031
Email: HawaiiOrders@grainger.com

Available 24/7 | Branch Hours: Mon-Fri 7 am-4 pm
24/7 Emergency Services available

Oahu

Keoni Soares | 808-349-4933
keoni.soares@grainger.com

Hawaii County

April Nelson | 808-673-1134
april.nelson@grainger.com

Maui County

Warren Aihara | 808-312-8671
warren.aihara@grainger.com

Kauai

Danny Matsuura | 808-542-9221
danny.matsuura@grainger.com

Dedicated Team of Government Pros

Rely on our team of experienced government account managers to provide value-added solutions and help make your job easier. Contact your Grainger representative or local branch for support you can depend on.

Placing Orders

- Online: www.Grainger.com
- Call, Email, Fax, Walk in
- Download the Grainger Mobile App

Online Ordering

- Go to www.Grainger.com
- Enter your User ID and Password, or Register
- Order History, Personal Lists, Delivery status, and invoices can be viewed online.

Shipping

- Shipping point is FOB Destination; no charge for standard delivery
- Shipping charges may apply for expedited or special handling

Delivery

- Same or next day, delivery for items in local stock.
- Shipped Orders: 1 to 10 business days after acceptance of purchase order.
- Delivery lead times will be quoted for supplier direct or special orders.

Price List Includes:

- All products in the current Grainger Catalog and online at Grainger.com
- Grainger Parts, Custom Products, and Special Orders
- Grainger KeepStock® Inventory Management Solutions
- All Safety, Security, Public Safety and Emergency Preparedness products
- Grainger Consulting Solutions
- Grainger eCommerce Solutions, including EDI Punchout and ERP connection
- Grainger's Sustainability and Green Products Program
- Grainger Lighting Solutions
- Grainger Triple Guard Repair and Replacement Coverage

Fastenal Company

Remittance Address

Fastenal Company
P.O. Box 1286
Winona, MN 55987-1286

Vendor Code#

274254-00

District Manager:

Contact: Samson Mokuohai
Mobile: (808) 382-8334
Fax: (507) 494-3898
Email: smokuoha@fastenal.com

Fastenal Store Locations:

At Fastenal, you have a dedicated local representative to see that you are taken care of no matter what happens. Our local representatives can help with any issues you have with the order and can even help you register and set up order templates for frequently purchased items. You don't have to spend time searching for parts that we already know you buy. *NOBODY* else does this like we can.

FAST Vending Solutions(FVS)

Fastenal Automated Supply Technology offers you cost savings and convenience. To learn more, go to: www.fastenal.com and click on the FAST Solutions tile. Contact your Fastenal sales representative to schedule an appointment. The FAST Solutions Rapid Deployment Instructions is shown on page 14.

Store Locations - Oahu:

Oahu Government Store

96-1333 Waihona St
Pearl City, HI 96782
(808) 456-0759
HIGOV@stores.fastenal.com

Store Locations – Hawaii

HILO, HI

15 Kukila St. Unit #1
Hilo, HI 967200
(808) 961-3591

HIHLO@stores.fastenal.com

KAILUA-KONA, HI

73-5569 Maiiau St. #105 & #106
Kailua-Kona, HI 96740
(808) 329-7092

HIKAU@stores.fastenal.com

Store Locations - Maui

WAILUKU, HI

800 Eha St. Unit #22
Wailuku, H. 96793
(808) 243-3278

HIWAU@stores.fastenal.com

Agency Ordering Instructions:

There are three ordering methods:

1. Contact your local Fastenal store.
2. Buy online at www.fastenal.com.

Agency Account Set-Up:

How to open an account at a local Fastenal Store

1. Contact your local Fastenal store.
2. Identify yourself as a State agency.
3. Once you open an account, your local store will report the account number to Fastenal's Government Sales Support department for set-up under the SPO Price List Contract No. 11-10. (Please allow 3 to 5 days for processing.)

How to register my account on www.fastenal.com

1. Log onto fastenal.com
2. Go to "Register" located at the top of the page.
3. Enter your Fastenal store account number and choose "I am eligible to purchase off of a state contract".
4. Click "Continue" and fill out the information requested.

Once registered, take advantage of the many features of fastenal.com

1. View product categories.
2. View your contract pricing and custom market baskets online.
3. Edit and approve e-Quotes from your local Fastenal store.
4. Advanced account management options – order templates, workflow and admin rights, spending control, customer cross reference search, and more!
5. Searchable Green and Supplier Diversity product identifier for certified and non-certified products.

If you need assistance or want to place an order today, please contact Fastenal's State Contract help desk toll free at 877-507-7555, via fax at 866-664-1246, or email wscasupport@fastenal.com.

Fastenal Company Pricing:

- 25% - 57% off catalog pricing for NASPO Product Categories
- Minimum 23% off catalog pricing for all non NASPO Product Categories

Fastenal Company Shipping Information

- No shipping charges to agencies facility for stocked items at Fastenal Company store locations on Oahu, Maui and Hawaii.
- When products are purchased from another island or from Fastenal Company store locations on the continental US, shipping charges apply.
- When agency request expedited deliveries within the standard 48 hour delivery time frame, additional charges apply.
- Agencies placing orders from the island of Kauai, Molokai or Lanai shall be assessed shipping charges.
- Shipping charges are shown on Fastenal Company price quotation or through Fastenal Company order confirmation.

Fastenal Company Delivery Time Frame

- In-Stock Item: Within 1 to 2 business days after acceptance of purchase order.
- Non-Stock Item: 3 to 10 business days after acceptance of purchase order.

To learn more about the State of Hawaii contract, visit www.fastenal.com/web/wsca or contact wscasupport@fastenal.com

FAST Solutions (FVS) Rapid Deployment Process

How quickly do you want to start saving? With FAST Solutions, it's entirely up to you. To help you understand your role, we've laid out an easy-to-follow Rapid Deployment Process designed to take you from signed contract to installed machine within 30 days (although customers who are serious about saving have been able to achieve this in as little as 12 days). Keep in mind that our process is designed to minimize the tasks required by the customer, so the ones that are itemized (indicated in bold below) are critical to deployment and require immediate attention. One thing we've learned after thousands of installations: When the customer and the Fastenal sales rep work together, the process moves quickly and smoothly.

STEP 1

- Sign Agreement
- Product Template per machine (work w/Fastenal)
- Ship badges to Fastenal (unless access will be keypad only)

STEP 2

- Initial call to branch & end user
- Product testing
- Confirm 110v&Cat5 (Note: customer responsible for all fees associated with internet hardware installation and monthly service fees charged by internet service provider)
- Employee Template

STEP 3

- Fastenal ships special order items for testing
- Receive Network Worksheet from site

STEP 4

- Testing completed
- Plan-O-Gram created

STEP 5

- Plan-O-Gram approved
- Site Network Test
- Machine sent for configuration

STEP 6

- Registration of the machine with Apex
- Installation date confirmed

INSTALL DAY

- Machine installed!
- Software training