

DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR

BONNIE KAHAKUI
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)

January 17, 2019

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

FROM: For Sarah Allen, Administrator *Bonnie A. Kahaku*

SUBJECT: **Change No. 2**
SPO Price List Contract No. 17-17
**GASOLINE/DIESEL FUELING & CREDIT CARD SERVICES
FOR OAHU, MAUI, AND HAWAII**
IFB-17-016-OMH
Expires: September 30, 2020

The following changes have been made to the price list contract:

1. On Page 6, **PRICE PER GALLON**, clause referring to the State General Excise Tax is replaced with the following:
PRICE PER GALLON shall be the all-inclusive cost to the State except for the amount of the GET (currently 4.5% for transactions made on the island of Oahu, 4.25% for transactions made on the island of Hawaii, and 4% for transactions made on the island of Maui), 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.
2. On Page 6, **ETHANOL FREE GASOLINE**, is replaced with the following:
ETHANOL FREE GASOLINE. Contractor is not required to offer Ethanol Free Gasoline under this contract. However, if the contractor has available for sale, Ethanol Free Gasoline at any of its gas station locations, participating agencies at its option may purchase this product using the contractor's issued fleet gas card provided prior approval of the Comptroller is obtained as

Ethanol Free gasoline is considered a higher grade of gasoline. Ethanol Free Gasoline pricing is gas pump price excluding the FET on unleaded fuel.

The current price list contract incorporating Change No. 2 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* at the main menu.

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. 17-17
Replaces SPO Price List Contract No. 13-14
Includes Change No. 2
Effective: 01/17/2019

**GASOLINE/DIESEL FUELING & GAS CREDIT CARD SERVICES
FOR OAHU, MAUI, AND HAWAII**

(IFB-17-016-OMH)

October 1, 2017 to September 30, 2020

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	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 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

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 \$0.184 for unleaded gasoline and \$0.244 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.

The participating jurisdictions are **not required** but may purchase from this price list contract. Requests for an exception (form SPO-005) from the contract is not required.

Participating jurisdictions and agencies that do not utilize this price list contract may procure unleaded/diesel gasoline from other gasoline contractors 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 contractor.
- 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 includes the Federal Excise Tax (FET) of \$0.184 per gallon for unleaded gasoline and \$0.244 for diesel fuel. This price list contract excludes the FET; purchases from other gasoline contractors includes the FET.
- Executive Departments/Agencies (excludes DOE, OHA, UH and HHSC), pursuant to Comptroller's Memorandum 2012-19, purchases of premium 92 grade or 89-mid-grade gasoline is prohibited unless pre-approved by the Comptroller.
- Verify contractor is compliant with all laws governing entities doing business in the State pursuant to HRS §103D-310(c):
- Participating jurisdictions are not required but may 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.

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
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	Karlee Hisashima	956-8687	956-2093	karlee@hawaii.edu
Public Charter School Commission and Schools	Danny Vasconcellos	586-3775	586-3776	danny.vasconcellos@spscsc.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	bfsprocurement@honolulu.gov
Honolulu City Council	Heather Murakami	768-5084	768-1363	hmurakami@honolulu.gov

Jurisdiction	Name	Phone	FAX	E-mail
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	Purchasing Division	961-8231	961-8248	purchasing@hawaiicounty.gov
Hawaii County Council	Purchasing Division	961-8231	961-8248	purchasing@hawaiicounty.gov
County of Hawaii-Department of Water Supply	Ka'iulani Matsumoto	961-8050 ext. 224	961-8657	kmatsumoto@hawaiidws.org
County of Maui	Greg King	249-2403	249-0839	greg.king@co.maui.hi.us
Maui County Council	Greg Garneau	270-7664	270-7686	greg.garneau@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

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 list contract.

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 nonprofits eligible to participate in cooperative purchasing*.

If interested, these nonprofits will contact the contractor to obtain concurrence on their participation. If a nonprofit wishes to purchase from an SPO price list contract, the nonprofit must obtain approval from each contractor, i.e., participation must be mutually agreed upon. A contractor may choose to deny participation by a nonprofit. Provided, 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 contractor.

CONTRACTORS. The following contractors are authorized to provide gasoline/diesel fueling & credit card services. They have signed a Contract for Goods or Services based upon Competitive Sealed Bidding with the State Procurement Office.

Aloha Petroleum, Ltd. - Oahu	Hawaii Petroleum Inc.- Maui	Hawaii Petroleum Inc.- Hawaii
------------------------------	-----------------------------	-------------------------------

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. 17-17. *No further compliance verification is required prior to issuing a contract or purchase order when utilizing this contract.*

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) **is not authorized** to be utilized on this price list contract.

PURCHASE ORDERS may be issued when utilizing this price list contract.

SPO PL Contract No. 17-17 will be typed on purchase orders issued against this price list contract and notated on the appropriate transaction document.

PAYMENTS are to be made to the remittance address of the Contractor(s). HRS §103-10 provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of the contract to make payment.

VENDOR AND PRODUCT EVALUATION. Form SPO-012, Evaluation: Vendor or Product, for the purpose of addressing concerns about 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 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 lawnmowers, 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 seven (7) days of receipt of an application for a credit card(s), the contractor shall issue the credit card(s) to the agency. The contractor shall select a carrier that shall ensure secured delivery of the credit card(s) to the agency at no cost to the State.

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

1. Contractor name and logo
2. Return mailing address of Contractor
3. *Authorized Gasoline Purchase Only or Fuel Only*
4. Department and Agency name
5. Vehicle license plate number

Agencies shall check their gas credit card(s) immediately to report any discrepancies to the contractor. There is a no charge to the State for the issuance of fleet 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 credit cards shall be reported to the Customer Service personnel at Aloha Petroleum or Hawaii Petroleum. Customer Service name, phone number, and email for each contractor are listed herein.

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 lawnmowers, generators, etc. at the following designated contractors listed by island:

Oahu:	Aloha Petroleum, Ltd.
Maui:	Hawaii Petroleum, Inc.
Hawaii:	Hawaii Petroleum, Inc.

- 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 Aloha Petroleum Ltd. on Oahu and Hawaii Petroleum, Inc. on Maui and Hawaii is listed in this price list contract.
- 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. Contractor 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 4.5% for transactions made on the island of Oahu, 4.25% for transactions made on the island of Hawaii, and 4% for transactions made on the island of Maui), 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 Oahu, Maui and Hawaii. The State of Hawaii shall submit the *Federal Certificate of State or Local Government Use of Diesel Fuel and Gasoline*, or as revised, to Aloha Petroleum Ltd., Hawaii Petroleum Inc.- Maui, and Hawaii Petroleum Inc.-Hawaii.

ULSD OFF ROAD FUEL. Contractor is not required to offer *ULSD Off Road* fuel under this contract. However, if the contractor 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 contractor's issued fleet gas card. *ULSD Off Road* pricing is gas pump price excluding the FET on diesel fuel.

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

ETHANOL FREE GASOLINE. Contractor is not required to offer Ethanol Free Gasoline under this contract. However, if the contractor has available for sale, Ethanol Free Gasoline at any of its gas station locations, participating agencies at its option may purchase this product using the contractor's issued fleet gas card provided prior approval of the Comptroller is obtained as Ethanol Free gasoline is considered a higher grade of gasoline. Ethanol Free Gasoline pricing is gas pump price excluding the FET on unleaded fuel.

ACCOUNTING. A printed hard copy receipt for 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 gasoline.
5. Quantity (gallons) and type of diesel fuel.
6. Unit price and extended total cost of fuel, if available.
7. Identification of individual making the purchase if available.
8. Transaction or receipt number, if available.
9. Name and location of the fueling station.

At a minimum, the contractor shall list item 1, 2, and 7 above on the receipt and invoice to enable the State to reconcile the receipts to each invoice listed on the contractor's statement.

REPORTS. Contractor 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 COST IS AVAILABLE ON THE INTERNET on the SPO website: <http://spo.hawaii.gov>; click on *Price List and Vendor List Contracts* at the main menu. Then search for the number listed in the first column:

- 17-17-Oahu
- 17-17-Maui
- 17-17-Hawaii

CONTRACTOR INFORMATION-OAHU



Contractor:	Aloha Petroleum, Ltd.		
Contact Information:	Name:	Customer Service	Reggie Kamei
	Phone:	(808) 522-9222	(808) 522-9761
	Fax:	(808) 522-9707	(808) 522-9707
	E-mail:	customerservice@alohagas.com	rkamei@alohagas.com
Contractor's Website:	https://www.alohagas.com		
Vendor Code:	324856-00		
Correspondence Address:	Aloha Petroleum, Ltd. 1132 Bishop Street, Suite 1700 Honolulu, HI 96813		
Remittance Address:	Save-A-\$ Club of Hawaii P.O. Box 380029 Honolulu, HI 96838-0029		
Gas Card Credit Application:	Agencies shall download Aloha Petroleum Gas Credit Card Application for Oahu. Go to the SPO website: http://spo.hawaii.gov ; click on <i>Price & Vendor List Contracts</i> on the home page. Click <i>17-17-A</i> under the form number column.		

ALOHA PETROLEUM, LTD. OAHU LOCATIONS

Diesel Fuel Available (*)
Ethanol Free Gasoline (**)

HONOLULU		
Aloha Island Mart	Area	Phone
215 S. Vineyard	Downtown	(808) 536-5599
3203 Monsarrat Ave. *	Diamond Head	(808) 735-5333
4339 Waialae Ave. *	Kahala	(808) 733-7680
1451 10 th Ave. *	Kaimuki	(808) 733-7676
1841 Palolo Ave.	Palolo	(808) 733-7675
1001 Kapahulu Ave.	Kapahulu	(808) 733-7677
2025 Kalakaua Ave.	Waikiki	(808) 942-0075
7-Eleven	Area	Phone
602 Nuuanu Ave.	Nuuanu	(808) 599-4193
Aloha	Area	Phone
3001 E. Manoa Rd.	Manoa	(808) 988-5111
550 Paiea St.*	Airport	None
3327 Campbell	Honolulu	(808) 733-2666

KALIHI-MOANALUA-SALT LAKE		
Aloha Island Mart	Area	Phone
1701 Dillingham Blvd. *	Kalihi	(808) 832-1878
1860 N. King St.*	Kalihi	(808) 832-4451
1403 N. School St.	Kalihi	(808) 832-4450
2314 N. School St.	Kalihi	(808) 842-0602

WAIPAHU-EWA-KAPOLEI		
Aloha Island Mart	Area	Phone
92-577 Makakilo Dr.	Makakilo	(808) 672-7519
94-826 Ukee St. #Pad A*	Waipio	(808) 676-4088
94-780 Farrington Hwy	Waipahu	(808) 676-9280
Aloha Island Mart	Area	Phone
94-264 Farrington Hwy.	Waipahu	(808) 680-9234
91-140 Ft. Weaver Rd. **	Ewa Beach	(808) 685-3022
Aloha	Area	Phone
91-831 Ft. Weaver Rd.	Ewa Beach	(808) 689-7931
Mahalo	Area	Phone
94-767 Farrington Hwy.*	Waipahu	(808) 677-7979

NANAKULI-WAIANAE		
Aloha Island Mart	Area	Phone
85-803 Farrington Hwy	Waianae	(808) 696-6049
7-Eleven	Area	Phone
87-720 Farrington Hwy.	Maili	(808) 668-9901
85-830 Farrington Hwy.**	Waianae	(808) 696-7244
Aloha	Area	Phone
87-1942 Farrington Hwy*	Nanakuli	(808) 668-0772

KAILUA-KANEOHE		
Aloha Island Mart	Area	Phone
45-620 Kamehameha Hwy.	Kaneohe	(808) 233-4254
45-1151 Kamehameha Hwy.	Kaneohe	(808) 233-4252
45-596 Kamehameha Hwy.	Kaneohe	(808) 233-4253
1247 Kailua Rd.*	Kailua	(808) 266-4250
7-Eleven	Area	Phone
47-515 Kamehameha Hwy.**	Kahaluu	(808) 239-9983

MILILANI-WAHIWA		
Aloha Island Mart	Area	Phone
95-280 Kipapa Dr.	Mililani	(808) 623-6801
Aloha	Area	Phone
1203 Whitmore Ave.	Wahiawa	(808) 621-4662
Mahalo	Area	Phone
119 N. Kamehameha Hwy.*	Wahiawa	(808) 621-1025
935 Kilani Ave.	Wahiawa	(808) 621-5116

NORTH SHORE		
Aloha Island Mart	Area	Phone
67-218 Goodale Ave.	Wailua	(808) 637-9478
7-Eleven		
66-632 Kamehameha Hwy	Haleiwa	(808) 637-4225

CONTRACTOR INFORMATION-MAUI



Contractor:	Hawaii Petroleum, Inc. - Maui		
Contact Information:	Name:	Customer Service	
	Phone:	(808) 270-2802	
	Fax:	(808) 270-2801	
	E-mail:	hfn@hawaiipetroleum.com	
Contractor's Website:	http://hawaiipetroleum.com		
Vendor Code:	245703-00		
Correspondence Address:	Hawaii Petroleum Inc. 385 Hukilike Street, Suite 101 Kahului, HI 96732		
Remittance Address:	Hawaii Petroleum Inc. 385 Hukilike Street, Suite 101 Kahului, HI 96732		
Gas Card Credit Application:	Agencies shall download Hawaii Petroleum Gas Credit Card Application for Maui. Go to the SPO website: http://spo.hawaii.gov ; click on <i>Price & Vendor List Contracts</i> on the home page. Click <i>17-17-B</i> under the form number column.		

HAWAII PETROLEUM, INC. MAUI LOCATIONS

Diesel Fuel Available (*)
Ethanol Free Gasoline (**)

WAILUKU-KAHULUI			
	Location	Area	Hours
Minit Stop Maui Self-Serve	345 Dairy Rd.	Kahului	24 Hours
HFN Cardlock	385 Hukilike St. (*) (**)	Kahului	24 Hours
Minit Stop Lower Main	736 Lower Main St.	Wailuku	530am-10pm

OTHER LOCATIONS - MAUI			
	Location	Area	Hours
Minit Stop Kihei	233 Piikea St.*	Kihei	4am-11pm
Minit Stop Paia	123 Hana Hwy.	Paia	5am-11pm
Minit Stop/Ohana Fuels Pukalani	3310 A Haleakala Hwy	Pukalani	4am-11pm
Minit Stop Lahaina	10 Kupuohi St. (*) (**)	Lahaina	5am-11pm

CONTRACTOR INFORMATION-HAWAII



Contractor:	Hawaii Petroleum, Inc. - Hawaii
Contact Information:	Name: Customer Service
	Phone: (808) 935-6641
	Fax: (808) 934-7197
	E-mail: hfn@hawaiipetroleum.com
Contractor's Website:	http://hawaiipetroleum.com
Vendor Code:	245703-00
Correspondence Address:	Hawaii Petroleum Inc. 16 Railroad Ave., #202 Hilo, HI 96720
Remittance Address:	Hawaii Petroleum Inc. 385 Hukilike Street Suite 101 Kahului, HI 96732
Gas Card Credit Application:	Agencies shall download Hawaii Petroleum Gas Credit Card Application for Hawaii. Go to the SPO website: http://spo.hawaii.gov ; click on <i>Price & Vendor List Contracts</i> on the home page. Click 17-17-C under the form number column.

HAWAII PETROLEUM, INC. HAWAII LOCATIONS

Diesel Fuel Available (*)
Ethanol Free Gasoline (**)

HILO			
	Location	Area	Hours
HFN Cardlock	16 Railroad Ave.	Hilo	24 Hours
Minit Stop Leilani	763 Leilani St.	Hilo	4am-11pm
Minit Stop/Ohana Fuels Puainako	26 Kekela St.	Hilo	4am-11pm

KONA			
	Location	Area	Hours
HFN Cardlock	74-5558 B Kaiwi St. (*)(**)	Kailua-Kona	24 Hours
Minit Stop/Ohana Fuels Kohanaiki	73-4041 Hulikoa Dr.	Kailua-Kona	4am-11pm

OTHER LOCATIONS - HAWAII			
	Location	Area	Hours
Minit Stop Keaau	16-119 Orchidland Dr.	Keaau	5am-11pm
Minit Stop Laupahoehoe	36-2266 Mamalaoha Hwy	Laupahoehoe	4am-11pm

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