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STATE PROCUREMENT OFFICE

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September 27, 2021

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 Bonnie Kahakui, Acting Administrator 

SUBJECT: **Change No. 3**
SPO Price List Contract No. 16-19
NASPO VALUEPOINT SMALL PACKAGE DELIVERY SERVICE
Expires: November 27, 2021
Solicitation No. BC16018

The following change is made to the price list contract:

1. The contact information for the Executive, DOE, HHSC, OHA, Honolulu City Council, Honolulu Board of Water Supply, HART, Kauai County Council, County of Hawaii, Hawaii County Council, County of Maui, Maui County Council, and the County of Kauai-Department of Water are updated.
2. The State GET information is updated.
3. The email address for new and existing accounts is updated.
4. The FedEx contact information is updated.

The current price list contract incorporating Change No. 3 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

If you have any questions, please contact Matthew Chow at (808) 586-0577 or matthew.m.chow@hawaii.gov.

TABLE OF CONTENTS

Information on NASPO ValuePoint.....3

Participating Jurisdictions.....4

Points of Contact.....4-5

Authorized Contractor(s).....5

Important Information.....6-7

FedEx Information.....8

FedEx Account Number Setup Information.....9

Creating a Label.....10

How to Information11

Shipping Rates.....12-17

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 16-19

Includes Change No. 3

Effective: 09/27/2021

THIS CONTRACT IS FOR AUTHORIZED BUSINESS USE ONLY

**NASPO VALUEPOINT
SMALL PACKAGE DELIVERY SERVICE
(RFP Reference No. BC16018)
January 10, 2017 – November 27, 2021**

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 Utah is the current lead agency and contract administrator for the NASPO ValuePoint Small Package Delivery Service contract. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization and contracts were awarded to three (3) qualified Contractors. The State of Hawaii has signed a Participating Addendum with one Contractor.

The purpose of this contract is to provide US domestic and international door-to-door express small package air services covering interstate, intrastate and international service. Outbound shipments will move prepaid and inbound shipments will ship collect for each Participating State. Domestic expedited ground parcel shipments will also ship outbound prepaid and inbound collect by each participating state. Domestic shipment service includes the contiguous 48 states, Alaska, Hawaii, and Puerto Rico, for both commercial and residential shipments.

For additional information on this contract, visit the NASPO ValuePoint website at <https://www.naspovaluepoint.org/portfolio/small-package-delivery-services-2016-2021/>.



PARTICIPATING JURISDICTIONS listed below have signed a cooperative purchasing agreement and/or 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	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 method of procurement and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources is 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.

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Telephone	Fax	E-mail
Executive	Matthew Chow	586-0577	586-0570	Matthew.m.chow@hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	G-OFS-DOE-Procurement@k12.hi.us
HHSC	Nancy Delima	359-0994		ndelima@hhsc.org
OHA	Christopher Stanley	594-1833	594-1865	chriss@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@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	bf purchasing@honolulu.gov

Jurisdiction	Name	Telephone	Fax	Email
Honolulu City Council	Kendall Amazaki, Jr. Nanette Saito	768-5084 768-5085	768-5011	kamazaki@honolulu.gov nsaito@honolulu.gov
Honolulu Board of Water Supply	Procurement Office	748-5071		fn_procurement@hbws.org
HART	Dean Matro	768-6246		dean.matro@honolulu.gov
County of Hawaii	Diane Nakagawa	961-8440		diane.nakagawa@hawaiicounty.gov
Hawaii County Council	Diane Nakagawa	961-8440		diane.nakagawa@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	Jared Masuda	463-3816		jared.masuda@co.maui.hi.us
Maui County Council	Marlene Rebugio	270-7838		marlene.rebugio@mauicounty.us
County of Maui-Department of Water Supply	Kenneth L. Bissen Holly Perdido	270-7684 270-7684	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	Codie Tabalba Scott Sato	241-4193 241-4810	241-6349 241-6349	ctabalba@kauai.gov ssato@kauai.gov
County of Kauai-Department of Water	Marcelino Soliz	245-5470	241-5813	msoliz@kauaiwater.org

USE OF PRICE & VENDOR LIST CONTRACTS 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 & 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 a SPO price or vendor 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 a SPO price or vendor list Contractor.

CONTRACTORS. The following vendor is authorized to provide small package delivery service. They have signed a Master Agreement with the State of Utah and a Participating Addendum with the State Procurement Office.

FedEx

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. 19-07. *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 departments/agencies, excluding DOE, OHA, HHSC 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.

PURCHASE ORDERS may be issued for purchases \$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 PL CONTRACT NO. 16-19 & NASPO VALUPOINT MASTER AGREEMENT NO. BC16018 shall be typed on purchase orders issued against this vendor list contract. For pCard purchases, the SPO PL Contract No. 16-19 and the NASPO ValuePoint Master Agreement No. BC16018 shall be notated on the appropriate transaction document.

STATE GENERAL EXCISE TAX (GET) AND COUNTY SURCHARGE shall not exceed the following rates if the seller elects to pass on the charges to its customers. The GET is not applied to shipping or delivery charges.

County	County Surcharge Tax Rate	State GET	Max Pass-On Tax Rate	Expiration of Surcharge Tax Rate
C&C of Honolulu	0.50%	4.0%	4.7120%	12/31/2030
Hawaii	0.50%	4.0%	4.7120%	12/31/2030
County of Maui (including Molokai & Lanai)	0.0%	4.0%	4.1666%	No county surcharge
Kauai	0.50%	4.0%	4.7120%	12/31/2030

The GET or use tax and county surcharge may be added to the invoice as a separate line item and shall not exceed the current max pass-on tax rate(s) for each island.

County surcharges on State General Excise (GE) tax or Use Tax may be visibly passed on but are not required. For more information on county surcharges and the max pass-on tax rate, please visit the Department of Taxation’s website at <http://tax.hawaii.gov/geninfo/countysurcharge>.

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.

VENDOR AND PRODUCT EVALUATION form SPO-012, for the purpose of addressing concerns on this vendor 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 & Vendor List Contracts* on the home page.



REMITTANCE ADDRESS

FedEx
P.O. Box 7221
Pasadena, CA 91107-7321
Vendor Code: 250928-00

CONTACT INFORMATION FOR SHIPPING

<i>Primary Contact:</i>	Customer Service	<i>Phone:</i>	(800) 463-3339
<i>Secondary Contact:</i>	Christen Scott	<i>Phone:</i>	(901) 397-2117
<i>Email:</i>	christen.scott@fedex.com		
<i>Tertiary Contact:</i>	Joselyn Henderson	<i>Phone:</i>	(816) 554-6609
<i>Email:</i>	jchenderson1@fedex.com		

ADDITIONAL FEDEX INFORMATION

<i>International Customer Service</i>	(800) 247-4747 govtsupport@fedex.com
<i>Customer Account Services (Billing)</i>	(800) 622-1147 govtsupport@fedex.com
<i>FedEx Express Freight Service</i>	(800) 332-0807 govtsupport@fedex.com
<i>FedEx Technical Support</i>	(877) 339-2774 govtsupport@fedex.com
<i>Invoice Questions-Government Billing</i>	govtsupport@fedex.com

FEDEX ACCOUNT NUMBER SETUP FOR EXISTING ACCOUNTS

1. To confirm, contact the Government Account Service Group at (800) 645-9424
 - Hours of operations are from 8:00am to 5:00pm (CST)
 - Provide your existing FedEx account number and business information or
2. Email govtsupport@fedex.com and provide the following information:
 - Existing FedEx account number
 - Agency name (include State of Hawaii)
 - Contact name
 - Phone number
 - Physical Address (P.O. Box number not accepted)
 - Billing Address
3. NASPO ValuePoint pricing will be in effect 3 to 5 business days after account setup.

FEDEX ACCOUNT NUMBER SETUP FOR NEW ACCOUNTS

1. To request a new account number, contact the Government Account Service Group, email govtsupport@fedex.com and provide the following information:
 - Agency name (include State of Hawaii)
 - Contact name
 - Phone number
 - Physical Address (P.O. Box number not accepted)
 - Billing Address
2. NASPO ValuePoint pricing will be in effect 3 to 5 business days after account setup.

REGISTRATION IS REQUIRED AFTER ACCOUNT SETUP

This requirement will provide you to prepare shipping labels; track the status of shipments; order shipping supplies; create an address book; complete your FedEx reports and billing online; setup and pick up a shipment, find drop off locations and get prices and transit times.

1. Login to www.fedex.com.
2. Click "Guide to Services" in the left-hand navigation.
3. Click "Go to the New Customer Center."
4. Click "Ship Now."
5. Find the "Create a User ID for Shipping with an account" box click "Continue."
6. Select "Get a user ID only" from the left-hand navigation.
7. Enter your registration Information.
8. In the "Confirm Your Selected Account Option" box, select the "Create a user ID only" field.
9. Select "Continue" and follow the instructions on the screen. Make sure your 9-digit FedEx account number is accessible for input into the required field(s).
10. To expedite supply orders, go to www.fedex.com.

CREATING A U.S. SHIPPING LABEL

Go to www.fedex.com and select “Prepare Shipment” from the Ship Tab. Enter your user ID and password to get started. Log in and follow the simple steps below to begin shipping:

1. From

- Verify the sender information is correct.

2. To

- Enter the recipient information. If you will be shipping to this address again, check the “Save new recipient in address book” box for faster access in the future. Select “Perform detailed address check” to avoid incurring address correction fees.

3. Packages & Shipment Details

- Enter the service type; then select the package you will be using for your shipment.

4. Billing Details

- Select the billing option from the drop-down menu.
- If applicable, enter the FedEx account number in the “Account no.” field and enter your required reference information in the “Your reference” field. If additional reference fields are required, click “More reference fields.”
- You may also select optional services, such as: find a drop-off location, schedule a pickup, receive e-mail notification, or find estimated rates and transit times.

5. Complete Your Shipment

- Check whether or not you want to save the changes to your shipment profile or add the new contact to your shipment profiles, and click “Ship”. At the next screen, confirm your shipment details, and click “Ship” to create your shipping label. Print and affix the label to your shipment. Use FedEx Express packaging for FedEx Express shipments. Use your own packaging for FedEx Ground shipments.
- Go to: <http://www.fedex.com/us/asvm/ship.html>.

HOW TO INFORMATION

1. Order Supplies

- To order supplies, go to www.fedex.com and click “Order Supplies” under the Ship tab.
- Enter your user ID and password.
- Select the type of supplies you need.
- Select the quantity of supplies in the drop-down menu and click “Add to Order”.
- Review your order and click “Edit Address” under “Delivery Address”.
- Enter your name and click “Confirm Order.” Supplies will be shipped for arrival in 3 to 5 business days.
- Go to: <http://www.fedex.com/us/asvm/ordersupplies.html>.

2. Track the Status of a Package

- To track the status of a package, go to www.fedex.com and enter the tracking number in the “Track” box. Click the “Track” button.
- You will find the current location of your shipment, along with the estimated arrival time.
- Go to: <http://www.fedex.com/us/asvm/track-package.html>.

3. Schedule a Pickup

- To schedule a pickup, go to www.fedex.com and click “Schedule a Pickup” under the Ship tab.
- Enter your account information and pickup information.
- Choose which service you will be using to ship your package, and click “Schedule pickup.”
- A confirmation number will be given to you. If the information is correct, click “Ship.”
- Go to: <http://www.fedex.com/us/asvm/schedule-pickup.html>.

4. Find a Drop-off Location

- To find a drop-off location, go to www.fedex.com and choose “Find Locations” from the Ship tab or click [here](#).
- Enter the location information either by ZIP code or by address.
- Select the type of location and any additional information you are looking for, and then click “Find Locations.”
- Go to: <http://www.fedex.com/us/asvm/dropoff-locations.html>.

5. How Do I Check Our Rates?

- Go to www.fedex.com. Under the Ship tab, click “Get Rates & Transit Times” and complete the simple form.

6. How Do I Check FedEx Fuel Surcharge Rate?

- Go to <http://www.fedex.com/us/services/fuelsurcharge.html>

NASPO VALUEPOINT MASTER CONTRACT NO. BC16018

FedEx Corporate Services

SINGLE NATIONAL CARRIER MBG RATES

All of the following rates include the Fed Ex
Money Back Guarantee (MBG)

These MBG rates are 3% lower than the Non-MBG rates.

Express Rates:

From the State of Hawaii to the Continental United States

From the Continental United States to the State of Hawaii

Within the island of Oahu

Intra-State of Hawaii – Between the Islands

For additional shipping rates, fuel surcharges, fees, service
guide destination and zone charts, go to www.fedex.com

For the service guide, click [here](#).