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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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March 05, 2019

TO: Executive Departments/Agencies  
Department of Education  
(Excludes Charter Schools)  
Hawaii Health Systems Corporation  
Office of Hawaiian Affairs  
University of Hawaii  
House of Representatives  
Senate  
Judiciary

FROM: Sarah Allen, Administrator

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

SUBJECT: **New Price List Contract**  
SPO Price List Contract No. 19-16  
**STATE OF HAWAII INVENTORY DECALS**  
IFB-19-008-SW  
**Expires: March 14, 2021**

This is a new State Procurement Office Price List Contract for State of Hawaii Inventory Decals, effective March 15, 2019. SPO Price List Contract No. 19-16 replaces SPO Price List Contract No. 16-13.

This price list contract 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 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 Price List Contract No. 19-16**  
Replaces SPO PL Contract No. 16-13  
Effective: 03/15/2019

**STATE OF HAWAII INVENTORY DECALS - STATEWIDE**  
(IFB-19-008-SW)  
**March 15, 2019 to March 14, 2021**

**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	University of Hawaii (UH)
Department of Education (DOE) (Excludes Charter Schools)	Judiciary
Hawaii Health Systems Corporation (HHSC)	House of Representatives (House)
Office of Hawaiian Affairs (OHA)	Senate

The participating jurisdictions are not required, but may purchase from this price 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.

**POINTS 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	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 (Excludes Charter Schools)	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	Karlee Hisashima	956-8687	956-2093	<a href="mailto:karlee@hawaii.edu">karlee@hawaii.edu</a>
Judiciary	Tritia Cruz	538-5805	538-5802	<a href="mailto:tritia.l.cruz@courts.hawaii.gov">tritia.l.cruz@courts.hawaii.gov</a>

Jurisdiction	Name	Phone	FAX	E-mail
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>

**CONTRACTOR.** The Metal Marker Manufacturing Company is the Contractor that is authorized to provide State of Hawaii inventory decals statewide.

**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 and Vendor List Contract No. 19-16. *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 Contractors 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 PL Contract No. 19-16** will be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 19-16 shall be notated on the appropriate transaction document.

**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 price list contract, is available to agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

**PRICE LIST CONTRACT AVAILABLE ON THE INTERNET** at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

## CONTRACTOR INFORMATION.

### The Metal Marker Manufacturing Company

#### Business Address:

6225 Lear Nagle Road  
North Ridgeville, OH 44039

#### Contact Person(s):

Dave O'Donnell  
Phone: (800) 428-0095 ext. 155  
Email: [Dave.ODonnell@metalmarkermfg.com](mailto:Dave.ODonnell@metalmarkermfg.com)  
Office Hours: 8:30 am – 5:00 pm EST. Monday - Friday

Fax: (440) 327-2830

#### Remittance Address:

Metal Marker Manufacturing Co.  
6225 Lear Nagle Road  
North Ridgeville, OH 44039

## ORDERING INSTRUCTIONS.

**UNIT PRICES** include delivery to destination and all other costs. Agencies will not be charged the GET due to the vendor having no presence in the State of Hawaii.

**ORDERING** on a timely basis is the responsibility of each agency. Orders shall be in multiples of 100 and will be issued on an as-needed basis during the price list contract period. Contractor is not obliged to accept any order received after the price list contract expiration date; however, Contractor shall fill timely orders for which delivery may extend beyond the expiration date. Agencies shall not issue purchase orders specifying delivery after the price list contract expiration date.

At the time of order, agencies shall notify the Contractor of the start and end sequence numbers to be used on the decals. If agency fails to provide sequence numbers to be used, Contractor shall contact agency to obtain sequence numbers. Agencies shall also specify the exact address where the inventory decals are to be shipped including but not limited to department, name of office, floor number, room number, attention to: and telephone number.

**DELIVERY** shall be to the ordering agency within forty-five (45) calendar days after Contractor's receipt of decal order. Contractor shall make shipment to the agency designated on the order. On orders subject to quantity discounts, the Contractor is required to make delivery to one address only. On orders where the delivery address is not stated, the Contractor shall contact the appropriate agency to obtain the delivery address. Contractor is required to deliver all items outstanding at the end of the contract period on orders received during the term of the contract.

**INSPECTION.** Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the Contractor within five (5) working days from delivery date. Contractor shall be responsible for replacing any products, damaged, defective or spoiled.

**STATE OF HAWAII INVENTORY DECALS**

**Specifications:**

- Size: 2" x 3/4", Dull (matte) silver polyester, 0.002" thick with rounded corners
- Adhesive: permanent acrylic pressure-sensitive
- Bar Code: "39 Standard", 8 or 9 positions, as specified by agencies, alphanumeric/blank
- Style and Color: "STATE OF HAWAII" in black; bar code to match human readable; human readable approximately 1/8" in bold black alphanumeric
- Sample:



**Price:**

<u>Volume per Order*</u>	<u>Price per 100 decals</u>
100 - 400	\$27.50
500 - 900	\$15.40
1,000 - 1,900	\$11.46
2,000 - 2,900	\$10.62
3,000 - 4,900	\$10.16
5,000 - 6,900	\$10.16
7,000 - 9,900	\$9.48
10,000 - 14,900	\$7.85
15,000 - 24,900	\$6.33
25,000 - 49,900	\$5.12
50,000 - 75,000	\$4.78

Minimum order is 100 decals. Orders shall be in multiples of 100.

\*Volume per Order. Example 1: Agency wants to place an order for 800 decals, they will pay \$15.40 per 100 decals total \$123.20 (\$15.40 x 8 = \$123.20 for 800 decals). Example 2: Agency wants to place an order for 2,500 decals, they will pay \$10.62 per 100 decals, total \$265.50 (\$10.62 x 25 = \$265.50 for 2,500 decals).