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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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May 14, 2020

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. 5**
SPO Vendor List Contract No. 18-03
MAILROOM EQUIPMENT, SUPPLIES, AND MAINTENANCE - STATEWIDE
NASPO ValuePoint Solicitation No. ADSPO16-00006328
Expires: May 14, 2021

The following change has been made:

- This contract is extended to May 14, 2021.

The current vendor list contract incorporating Change No. 5 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.

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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Vendor List Contract No. 18-03

Change No. 5

Effective: 05/14/2020

THIS SPO VENDOR LIST CONTRACT IS FOR AUTHORIZED BUSINESS USE ONLY.

**NASPO VALUEPOINT
MAILROOM EQUIPMENT, SUPPLIES AND MAINTENANCE - STATEWIDE**
(NASPO ValuePoint Solicitation No. ADSPO16-00006328)
January 8, 2018 to May 14, 2021

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.



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	careyann.r.sasaki@hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	DOEProcure@notes.K12.hi.us
HHSC	Joe Evanoff	315-7449		jevanoff@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@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	bfspurchasing@honolulu.gov
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	David Ha	768-6294		dha@honolulu.gov

Jurisdiction	Name	Phone	Fax	E-mail
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-Dept of Water Supply	Ka'iulani Matsumoto	961-8050 x224	961-8657	kmatsumoto@hawaiidws.org
County of Maui	Greg King	270-7830	270-7686	greg.king@co.maui.hi.us
Maui County Council	Marlene Rebugio	270-7838		marlene.rebugio@mauicounty.us
County of Maui-Dept of Water Supply	Kenneth L. Bissen Holly Perdido	270-7684	270-7136	ken.bissen@co.maui.hi.us holly.perdido@co.maui.hi.us
County of Kauai	Ernest W. 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-Dept of Water	Marcelino Soliz	245-5470	245-5813	msoliz@kauaiwater.org

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. Note: Pitney Bowes, Inc. partially assigned their Master Agreement to DMT Solutions Global Corporation dba BlueCrest, which is now known as Contract No. CTR044595.

<i>Contractor</i>	<i>Master Agreement No. or Contract No.</i>
Neopost USA Inc.	ADSPO16-169901
Pitney Bowes Inc.	ADSPO16-169897
DMT Solutions Global Corporation dba BlueCrest	CTR044595

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) OR CONTRACT NO. CTR044595 (for DMT Solutions Global Corporation dba BlueCrest) shall be typed on purchase orders issued against this vendor list contract. For pCard purchases with Neopost or Pitney Bowes or DMT Solutions Global Corporation dba BlueCrest, the SPO VL Contract No. 18-03 and Master Agreement No. or Contract No. shall be notated on the appropriate transaction document.

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

COUNTY	COUNTY SURCHARGE TAX RATE	STATE GET	MAX PASS-ON TAX RATE	EXPIRATION DATE 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 and 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 is 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 (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.

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 three 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 applicable **NASPO ValuePoint Mailroom Equipment, Supplies and Maintenance Master Agreement No. or Contract No. 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

Category	Neopost	Pitney Bowes	BlueCrest
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	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

*Note: Neopost requires Wheelers Farms Road Address to be listed on the Purchase Order also.

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 *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

Website: 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

Mailroom Equipment,
Supplies and Maintenance

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SPO VL Contract No. 18-03
01/08/2018-05/14/2021

Pitney Bowes Inc.

Master Agreement No. **ADSP016-169897**

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

<i>Contact:</i>	Bill Walter, Director of Government Sales, West Region	<i>Phone:</i>	(480) 206-2984
<i>Email:</i>	bill.walter@pb.com	<i>Fax:</i>	(203) 460-5758
<i>Contact:</i>	Joanne Drummond, Major Account Manager	<i>Phone:</i>	(808) 561-7436
<i>Email:</i>	joanne.drummond@pb.com	<i>Fax:</i>	(203) 460-5516
<i>Website:</i>	http://www.pb.com/State-and-Local-government-Solutions/States/Hawaii.shtml		
<i>NASPO VP Website:</i>	https://www.naspo.valuepoint.org/portfolio/mailroom-equipment-supplies-and-maintenance-2017-2022/pitney-bowes-inc/		

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

Note: The Participating Addendum (PA) between Pitney Bowes Inc. and the State of Hawaii has been amended to reflect a change in terminology from "Meter Rental" to "Meter Services". PA Attachments 1 – 3 (Lease and Rental Terms and Conditions) and the Pitney Bowes price book have been updated to reflect terminology changes. See updated Hawaii PA and Pitney Bowes price book on the NASPO ValuePoint website at the link above.

DMT Solutions Global Corporation dba BlueCrest

Contract No. **CTR044595**

BUSINESS ADDRESS

Corporate:
37 Executive Drive
Danbury, CT 06810

REMITTANCE ADDRESS (For Sales, Supplies, and Services Payments)

DMT Solutions Global Corporation
dba BlueCrest
PO Box 74007412
Chicago, IL 60674-7412

CONTACT INFORMATION

Contact: Thomas J. Tanaka, Print and Mail Solutions *Phone:* (310) 714-9945
Account Executive
Email: tom.tanaka@bluecrestinc.com

Contact: Thomas Randolph *Phone:* (707) 321-3245
Account Executive
Email: Thomas.Randolph@bluecrestinc.com

Website: <https://www.bluecrestinc.com/>

NASPO VP Website: <https://www.naspovaluepoint.org/portfolio/mailroom-equipment-supplies-and-maintenance-2017-2022/bluecrest/>

AWARDED CATEGORIES- DMT Product Line

- Production Folder-Inserters
- Inserters, Production
- Software License & Subscription
- Pre-Sorting Equipment, Production