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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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October 28, 2021

TO: Executive Departments/Agencies County of Kauai  
Department of Education Kauai County Council  
Hawaii Health Systems Corporation County of Kauai – Department of Water  
Office of Hawaiian Affairs  
University of Hawaii  
Public Charter School Commission  
and Schools

FROM: Bonnie Kahakui, Acting Administrator *Bonnie A. Kahakui*

SUBJECT: **Change No. 1**  
SPO Price List Contract No. 21-11  
**GASOLINE/DIESEL FUELING & FUEL CREDIT CARD SERVICES FOR VARIOUS  
STATE AGENCIES ON KAUAI**  
IFB-21-009-K  
Expires: January 31, 2023

The following changes are made to the price list contact:

1. The contact information for the Executive, DOE, HHSC, Kauai County Council and OHA is updated.
2. The contract with Par Hawaii LLC is extended to January 31, 2023.
3. The Compliance section on page 8 is updated.

The current price list contract incorporating Change. No. 1 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](mailto:matthew.m.chow@hawaii.gov).

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# STATE OF HAWAII STATE PROCUREMENT OFFICE

**SPO Price List Contract No. 21-11**  
Replaces SPO PL Contract No. 16-12  
Includes Change No. 1  
**Effective: 10/28/2021**

***THIS SPO PRICE LIST CONTRACT IS FOR AUTHORIZED BUSINESS ONLY***

## **GASOLINE/DIESEL FUELING AND FUEL CREDIT CARD SERVICES FOR VARIOUS STATE AGENCIES ON KAUAI**

(IFB-21-009-K)

**February 1, 2021 to January 31, 2023**

**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	County of Kauai
Department of Education	Kauai County Council
Hawaii Health Systems Corporation	County of Kauai – Department of Water
Office of Hawaiian Affairs	
University of Hawaii	
Public Charter School Commission and Schools	

The participating jurisdictions are not required but may purchase from this price list contract, and requests for exceptions 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.

Participating jurisdictions and agencies that do not utilize this price list contract may procure unleaded/diesel gasoline from other fuel Contractors with the following reminders:

1. Determine that it is not advantageous or not practicable to utilize this price list contract.
2. May establish an account from another fuel Contractor.
3. May pay by cash and seek reimbursement accordingly.
4. Prohibited from using the State of Hawaii pCard for fuel purchases.
5. Pricing for unleaded/diesel gasoline is pump price per gallon which includes the Federal Excise Tax (FET) of \$0.183 per gallon for unleaded gasoline and \$0.243 for diesel fuel. This price list contract excludes the FET; purchases from other gasoline Contractors includes the FET.
6. Executive Departments/Agencies (excludes DOE, OHA, UH, and HHSC), pursuant to Comptroller's Memorandum 2012-39, purchases of premium 92 grade or 89 mid-grade unleaded gasoline is prohibited unless pre-approved by the Comptroller.

7. Verify Contractor compliance with paper certificates or an online certificate through Hawaii Compliance Express (HCE), pursuant to HRS §103D-310(c) and HAR §3-122-112 for purchases of \$2500 or more from other gasoline Contractors.
8. 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 is at the discretion of the participating jurisdiction.

The benefits to utilize the SPO Price List contract includes:

1. Efficiency savings on the procurement and contract management by SPO on behalf of all departments and agencies,
2. 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 \$0.183 for unleaded gasoline and \$0.243 for diesel fuel.
3. The 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.

**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	Matthew Chow	586-0577	586-0570	<a href="mailto:Matthew.m.chow@hawaii.gov">Matthew.m.chow@hawaii.gov</a>
Department of Education	Procurement Staff	675-0130	675-0133	<a href="mailto:G-OFS-DOE-Procurement@k12.hi.us">G-OFS-DOE-Procurement@k12.hi.us</a>
Hawaii Health Systems Corporation	Nancy Delima	359-0994		<a href="mailto:ndelima@hsc.org">ndelima@hsc.org</a>
Office of Hawaiian Affairs	Christopher Stanley	594-1833	594-1865	<a href="mailto:chriss@oha.org">chriss@oha.org</a>
University of Hawaii	Karlee Hisashima	956-8687	956-2093	<a href="mailto:karlee@hawaii.edu">karlee@hawaii.edu</a>
Public Charter School Commission and Schools	Danny Vasconcellos	586-3775	586-3776	<a href="mailto:danny.vasconcellos@spcsc.hawaii.gov">danny.vasconcellos@spcsc.hawaii.gov</a>
County of Kauai	Ernest Barreira	241-4295	241-6297	<a href="mailto:ebarreira@kauai.gov">ebarreira@kauai.gov</a>
Kauai County Council	Codie Tabalba Scott Sato	241-4193 241-4810	241-6349 241-6349	<a href="mailto:ctabalba@kauai.gov">ctabalba@kauai.gov</a> <a href="mailto:ssato@kauai.gov">ssato@kauai.gov</a>
County of Kauai – Department of Water	Marcelino Soliz	245-5470	245-5813	<a href="mailto:msoliz@kauaiwater.org">msoliz@kauaiwater.org</a>

**USE OF THIS PRICE LIST CONTRACT BY NON-PROFIT 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 non-profit would like 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 Contractor(s).

**CONTRACTOR.** Par Hawaii, LLC is authorized to provide Gasoline/Diesel Fueling and Fuel Credit Card Services on Kauai.

**FUEL 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 ten (10) days of receipt of an application for credit card(s), the contractor shall issue the credit card(s) to the agency. The contractor shall select a carrier that shall ensure the 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 the Contractor
3. State of Hawaii as the company name
4. Authorized Gasoline Purchase Only or Fuel Only if applicable
5. Department and Agency Name
6. Vehicle ID Number

Agencies shall check their fuel credit card(s) immediately to report any discrepancies to the Contractor. There is no charge to the State for the issuance of fuel 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 cards shall be reported to the Customer Service personnel as soon as possible to Par Hawaii, LLC. Customer Service name, phone number, and email for the Contractor are listed herein.

**NEW FUEL CREDIT CARD APPLICATION FORM FOR KAUI.** To download the application

form for new Par Hawaii, LLC gas credit cards on Kauai, go to the SPO website: <http://spo.hawaii.gov>. Click on *Price List and Vendor List Contracts* at the main menu. Scroll down the first column and click on 21-11-A.

**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:

1. The fuel credit card shall be used to purchase gasoline and diesel fuel for government vehicles and motorized equipment such as lawnmowers, generators, etc.
2. 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.
3. The fuel credit card shall not be used for car washes, snacks, food items, etc.
4. If personnel selects the incorrect grade of fuel (89 or 92 grade), personnel shall immediately stop fueling and end the fuel purchase transaction. Personnel shall start again by re-swiping the fuel card and select the correct grade of gasoline (87 grade).
5. A listing of available gas station locations for Par Hawaii, LLC is listed on page 9.
6. 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, seven (7) days per week including all State and Federal holidays. The fueling facilities shall supply gasoline and diesel on demand.

**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.

County	County Surcharge Tax Rate	State GET	Max Pass-On Tax Rate	Expiration of Surcharge Tax Rate
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>.

**PRICE PER GALLON** shall be the all-inclusive cost to the State except for the amount of the GET 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 Kauai. The State of Hawaii shall submit the Federal Certificate of State or Local Government Use of Diesel Fuel and Gasoline, or as revised, to Par Hawaii, LLC.

**ULSD OFF-ROAD FUEL.** Contractor is not required to offer ULSD Off-Road fuel under this contract. However, if the contractor has ULSD Off-Road fuel available at any of its fueling facilities, participating agencies at its option may purchase this product using the Contractor's issued fuel credit card. The 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 Biodiesel fuel available at any of its fueling facilities, participating agencies at its option may purchase this product using the contractor's issued fleet gas card. The Biodiesel pricing is gas pump price excluding the FET on diesel fuel.

**RECEIPTS.** A printed hard copy receipt of 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. Name and location of the fueling facility.
4. Transaction date and time.
5. Transaction or receipt number.
6. Number of fuel gallons and type of fuel.

7. Unit price and extended total cost of fuel, if available.

**USAGE 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. Comparison of current retail rate vs. the State of Hawaii rate.
5. Summarize and total all columns.

**GAS AND DIESEL PRICE PER GALLON COST AVAILABLE ON THE INTERNET** at the SPO website: <http://spo.hawaii.gov>. Click on *Price List and Vendor List Contracts* on the home page. Then search for the number listed in the first column:

- 21-11 Kauai

**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. 21-11. *No further compliance verification is required prior to issuing a contract or purchase order when utilizing this contract.*

**SPO PRICE LIST CONTRACT NO. 21-11** should be typed on purchase orders issued against this price list contract or 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 the contract to make payment.

**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 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.



## CONTRACTOR INFORMATION

<b>Contractor:</b>	Par Hawaii, LLC	
<b>Contact Information:</b>	Name:	David Harjo
	Phone:	(808) 245-1911
	Fax:	(808) 246-1054
	E-mail:	<a href="mailto:david.harjo@parpacific.com">david.harjo@parpacific.com</a>
<b>Vendor Code:</b>	<a href="#">343193-00</a>	
<b>Correspondence &amp; Remittance Address:</b>	Par Hawaii, LLC 3011 Aukele Street Lihue, Hawaii 96766	

### GAS FACILITY LOCATIONS

Lihue	3011 Aukele Street, Lihue (Diesel fuel available)
Puhi	1501 Hanalima Road, Puhi (Diesel fuel available)
Kekaha	7189 Kaunaulii Highway, Kekaha ( Diesel fuel available)
Eleele	185 Aka Ula Street, Eleele (Diesel fuel available)
Kapaa	986 Kipuni Way, Kapaa (Diesel fuel available)
Princeville	5-4280 Kuhio Highway, Princeville (Diesel fuel available)

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