March 11, 2022

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
City and County of Honolulu
Honolulu City Council
Honolulu Board of Water Supply
Honolulu Authority for Rapid Transportation

FROM: Bonnie Kahakui, Acting Administrator

SUBJECT: New Price List Contract
SPO Price List Contract No. 22-10
ARMORED CAR SERVICES ON OAHU
IFB No. 22005
Expires: March 31, 2024

This is a new State Procurement Office Price List Contract for Armored Car Services on Oahu, effective April 1, 2022. SPO Price List Contract No. 22-10 replaces SPO Price List Contract No. 17-13. The Contractor will remain the same.

The Contractor for SPO Price List Contract No. 22-10 Armored Car Services on Oahu is CR Dispatch Service, Inc. dba Security Armored Car and Courier Service of Hawaii. Please submit the REQUEST FOR ARMORED CAR SERVICES Form to the Contractor as soon as possible to have a service schedule for this contract on file.

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.
WHERE TO FIND:

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STATE OF HAWAII
STATE PROCUREMENT OFFICE

SPO Price List Contract No. 22-10
Replaces SPO PL Contract No. 17-13
Effective: 04/01/2022

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

ARMORED CAR SERVICES ON OAHU
(IFB No. 22005)
April 1, 2022 to March 31, 2024

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.

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Name</th>
<th>Phone</th>
<th>FAX</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive</td>
<td>Carey Ann Sasaki</td>
<td>586-0575</td>
<td>586-0570</td>
<td><a href="mailto:careyann.r.sasaki@hawaii.gov">careyann.r.sasaki@hawaii.gov</a></td>
</tr>
<tr>
<td>DOE</td>
<td>Procurement Staff</td>
<td>675-0130</td>
<td>675-0133</td>
<td><a href="mailto:G-OFS-DOE-Procurement@k12.hi.us">G-OFS-DOE-Procurement@k12.hi.us</a></td>
</tr>
<tr>
<td>HHSC</td>
<td>Nancy Delima</td>
<td>359-0994</td>
<td></td>
<td><a href="mailto:ndelima@hhsc.org">ndelima@hhsc.org</a></td>
</tr>
<tr>
<td>OHA</td>
<td>Christopher Stanley</td>
<td>594-1833</td>
<td>594-1865</td>
<td><a href="mailto:chriss@oha.org">chriss@oha.org</a></td>
</tr>
<tr>
<td>UH</td>
<td>Karlee Hisashima</td>
<td>956-8687</td>
<td>956-2093</td>
<td><a href="mailto:karlee@hawaii.edu">karlee@hawaii.edu</a></td>
</tr>
<tr>
<td>House</td>
<td>Brian Takeshita</td>
<td>586-6423</td>
<td>586-6401</td>
<td><a href="mailto:takeshita@capitol.hawaii.gov">takeshita@capitol.hawaii.gov</a></td>
</tr>
</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Name</th>
<th>Phone</th>
<th>FAX</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senate</td>
<td>Carol Taniguchi</td>
<td>586-6720</td>
<td>586-6719</td>
<td><a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a></td>
</tr>
<tr>
<td>Judiciary</td>
<td>Tritia Cruz</td>
<td>538-5805</td>
<td>538-5802</td>
<td><a href="mailto:tritia.l.cruz@courts.hawaii.gov">tritia.l.cruz@courts.hawaii.gov</a></td>
</tr>
<tr>
<td>C&amp;C of Honolulu</td>
<td>Procurement Specialist</td>
<td>768-5535</td>
<td>768-3299</td>
<td><a href="mailto:bfspurchasing@honolulu.gov">bfspurchasing@honolulu.gov</a></td>
</tr>
<tr>
<td>Honolulu City Council</td>
<td>Kendall Amazaki, Jr. Nanette Saito</td>
<td>768-5084</td>
<td>768-5085</td>
<td><a href="mailto:kamazaki@honolulu.gov">kamazaki@honolulu.gov</a> <a href="mailto:nsaito@honolulu.gov">nsaito@honolulu.gov</a></td>
</tr>
<tr>
<td>Honolulu Board of Water Supply</td>
<td>Procurement Office</td>
<td>748-5071</td>
<td></td>
<td><a href="mailto:fn_procurement@hbws.org">fn_procurement@hbws.org</a></td>
</tr>
<tr>
<td>HART</td>
<td>Dean Matro</td>
<td>768-6246</td>
<td></td>
<td><a href="mailto:dean.matro@honolulu.gov">dean.matro@honolulu.gov</a></td>
</tr>
</tbody>
</table>

**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 and vendor list contracts.

A listing of these nonprofit organizations is available at the SPO website: [http://spo.hawaii.gov](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 Contractor(s).

**CONTRACTOR.** CR Dispatch Service, Inc. dba Security Armored Car and Courier Service of Hawaii is the Contractor that is authorized to provide armored car services for various state agencies on Oahu.

**VENDOR CODE** for annotation on purchase orders are obtainable from the Alphabetic 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 named in the SPO Price List Contract No. 22-10. No further compliance verification is required prior to issuing a contract, purchase order or pCard payment when utilizing this contract.

**UNIT PRICES** include delivery to destination and all other costs except the State General Excise Tax (GET). Agencies are advised to add tax amount to their purchase order total.
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.

<table>
<thead>
<tr>
<th>COUNTY</th>
<th>COUNTY SURCHARGE TAX RATE</th>
<th>STATE GET</th>
<th>MAX PASS-ON TAX RATE</th>
<th>EXPIRATION DATE OF SURCHARGE TAX RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>C&amp;C OF HONOLULU</td>
<td>0.50%</td>
<td>4.0%</td>
<td>4.7120%</td>
<td>12/31/2030</td>
</tr>
<tr>
<td>HAWAII</td>
<td>0.50%</td>
<td>4.0%</td>
<td>4.7120%</td>
<td>12/31/2030</td>
</tr>
<tr>
<td>COUNTY OF MAUI (including Molokai and Lanai)</td>
<td>0.0%</td>
<td>4.0%</td>
<td>4.1666%</td>
<td>No county surcharge</td>
</tr>
<tr>
<td>KAUAI</td>
<td>0.50%</td>
<td>4.0%</td>
<td>4.7120%</td>
<td>12/31/2030</td>
</tr>
</tbody>
</table>

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/countytsurcharge](http://tax.hawaii.gov/geninfo/countytsurcharge).

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. 22-10 will be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 22-10 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](http://spo.hawaii.gov). Click on Forms on the home page.

CONTRACTOR INFORMATION

CR Dispatch Service, Inc. dba Security Armored Car and Courier Service of Hawaii

Business Address:
2140 Kaliawa Street
Honolulu, HI  96819

Contact Person for Questions/Concerns regarding contract:
Zachary R. Misajon
Phone: (808) 845-5471
Email: z.misajon@securityarmoredcar.net

Contact Person for agencies to request services:
Colleen Edal
Phone: (808) 845-5471
Email: saccs_ar@hawaii.rr.com

Fax: (808) 841-0837

Remittance Address:
P.O. Box 2073
Honolulu, HI  96805

ORDERING INSTRUCTIONS

REQUEST FOR SERVICES FORM: Agencies shall contact the Contractor, CR Dispatch Service, Inc. dba Security Armored Car and Courier Service of Hawaii (hereinafter “Contractor”) directly during the contract term to set up/amend a service schedule.

Complete and submit the “Request for Armored Car Services” form to Contractor for each pick-up/drop-off location.

Agencies shall not request and Contractor shall not perform services outside of the contract term. Agencies shall give Contractor at least ten (10) business days notice from date of request submittal to the date to begin services. Services may start sooner than the ten (10) business days if requested by the Agency and agreeable by the Contractor.

AGENCY RESPONSIBILITY:

- Waiting Time. The waiting period per single location shall not exceed five (5) minutes.
- Transport Bags. Bags for transmittal are furnished by the agency’s bank.
• **Secured and Identifiable Shipments.** Agency shall ensure that all shipments are contained in securely locked or sealed bags, envelopes, or packages prior to pick-up. Shipment shall identify where the shipment is coming from and where the shipment shall be delivered to.

• **Service Schedule.** Agency shall notify Contractor should there be any sporadic deviations from the agreed upon Service Schedule; Contractor shall notify Agency of delays due to mechanical breakdown and the length of the delay.

• **Changes in the Service Schedule.** Agency shall notify Contractor in writing of all permanent changes in agreed upon service schedule and shall give Contractor at least ten (10) business days notice prior to change taking place. If change in service schedule falls under a different price point, adjust the price as necessary. Agency shall notify the Contractor of any changes in contact information such as updating point of contact or phone number.

• **Shipment Receipt Books.** Contractor shall provide shipment receipt books at the time of initial service and thereafter upon request.

• **Guard Identification.** Agency shall confirm that Guard and their ID tag/badge matches against list of authorized personnel provided by Contractor. The State has the option to refuse transfer of shipments if guards are not properly identified.

**ESTIMATING YOUR MONTHLY COST FOR ARMORED CAR SERVICES:**

• Determine the frequency of service per month

• Determine what area/district your pick-up and drop-off locations fall under. Area/District descriptions located on the following page.

• Calculate: Price per Pick-Up x Frequency.

• Example: My pick-up location is on Punchbowl and my drop-off location is the downtown FHB. Both Punchbowl and downtown locations are listed under the Metro area/district. The price for pick-up Metro, drop-off Metro is $12.73 per pick-up. I require services twice a month. Equation: $12.73 per day x 2 pick-ups per month = estimated monthly expenditure of $25.46.
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Pick-Up Area</th>
<th>Drop-Off Area</th>
<th>Price per Pick-Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Metro</td>
<td>Metro</td>
<td>$12.73</td>
</tr>
<tr>
<td>f</td>
<td>Leeward</td>
<td>Metro</td>
<td>$13.75</td>
</tr>
<tr>
<td>m</td>
<td>Central</td>
<td>Central</td>
<td>$13.75</td>
</tr>
<tr>
<td>p</td>
<td>Windward</td>
<td>Metro</td>
<td>$13.75</td>
</tr>
</tbody>
</table>

The below listed pick-up/drop-off combinations will be done by the Contractor at no charge ($0.00).

<table>
<thead>
<tr>
<th>No.</th>
<th>Pick-Up Area</th>
<th>Drop-Off Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>b</td>
<td>Metro</td>
<td>Leeward</td>
</tr>
<tr>
<td>c</td>
<td>Metro</td>
<td>Central</td>
</tr>
<tr>
<td>d</td>
<td>Metro</td>
<td>Windward</td>
</tr>
<tr>
<td>e</td>
<td>Metro</td>
<td>North Shore</td>
</tr>
<tr>
<td>g</td>
<td>Leeward</td>
<td>Leeward</td>
</tr>
<tr>
<td>h</td>
<td>Leeward</td>
<td>Central</td>
</tr>
<tr>
<td>i</td>
<td>Leeward</td>
<td>Windward</td>
</tr>
<tr>
<td>j</td>
<td>Leeward</td>
<td>North Shore</td>
</tr>
<tr>
<td>k</td>
<td>Central</td>
<td>Metro</td>
</tr>
<tr>
<td>l</td>
<td>Central</td>
<td>Leeward</td>
</tr>
<tr>
<td>n</td>
<td>Central</td>
<td>Windward</td>
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<tr>
<td>o</td>
<td>Central</td>
<td>North Shore</td>
</tr>
<tr>
<td>q</td>
<td>Windward</td>
<td>Leeward</td>
</tr>
<tr>
<td>r</td>
<td>Windward</td>
<td>Central</td>
</tr>
<tr>
<td>s</td>
<td>Windward</td>
<td>Windward</td>
</tr>
<tr>
<td>t</td>
<td>Windward</td>
<td>North Shore</td>
</tr>
<tr>
<td>u</td>
<td>North Shore</td>
<td>Metro</td>
</tr>
<tr>
<td>v</td>
<td>North Shore</td>
<td>Leeward</td>
</tr>
<tr>
<td>w</td>
<td>North Shore</td>
<td>Central</td>
</tr>
<tr>
<td>x</td>
<td>North Shore</td>
<td>Windward</td>
</tr>
<tr>
<td>y</td>
<td>North Shore</td>
<td>North Shore</td>
</tr>
</tbody>
</table>

**Area/District Descriptions**

- **Metro**: Hawaii Kai, Aina Haina, Kaimuki, University, Ala Moana, Downtown, Punchbowl, Kalihi, Airport
- **Leeward**: Halawa, Aiea, Pearl City, Waipio, Waipahu, Kapolei, Ewa, Waianae
- **Central**: Mililani, Wahiawa
- **Windward**: Kahaluu, Kaneohe, Kailua, Waimanalo
- **North Shore**: Hauula, Kahuiku, Haleiwa
REQUEST for ARMORED CAR SERVICES
IFB No. 22005; SPO PL Contract No. 22-10

<table>
<thead>
<tr>
<th>For Agency Use</th>
<th>For Contractor Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by:</td>
<td>Agency hereby submits the following request for services.</td>
</tr>
<tr>
<td>Phone No.:</td>
<td>Contractor hereby accepts Agency’s request for services effective the Date stated, or as amended.</td>
</tr>
<tr>
<td>Date to begin services:</td>
<td>Signature:</td>
</tr>
<tr>
<td></td>
<td>Print Name:</td>
</tr>
</tbody>
</table>

**PICK-UP FROM:**

<table>
<thead>
<tr>
<th>Department:</th>
<th>Division/Branch:</th>
<th>Street Address:</th>
<th>Room/Suite:</th>
<th>Building:</th>
<th>City/Zip/Island:</th>
<th>Contact Person:</th>
<th>Phone Number:</th>
</tr>
</thead>
</table>

**DAYS REQUESTING PICK-UP (check all that apply):**

- [ ] Sunday
- [ ] Monday
- [ ] Tuesday
- [ ] Wednesday
- [ ] Thursday
- [ ] Friday
- [ ] Saturday
- [ ] Holidays
- [ ] Agency will contact vendor for furlough day/holiday pick up
- [ ] Other (specify):

Special Instructions: ____________________________

**FOR WHICH DAY DELIVERY:**

- [ ] Same Day Delivery
- [ ] Next Day Delivery
- [ ] Next day only if too late for same day delivery
- [ ] Other (specify):

Deliver-by Time: ____________________________

**DELIVER TO:**

Bank: ____________________________
Location/Branch: ____________________________
Other (specify):
location: ____________________________
street: ____________________________
room/suite: ____________________________
City/zip/island: ____________________________
Contact person (if applicable): ____________________________
Phone number (if applicable): ____________________________

**TYPES OF ITEMS:**

Types of items to be delivered: ____________________________

---

Agency - Submit completed form to Contractor. Contractor - Once request approved/accepted, sign. Copy to agency.