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GOVERNOR  
KE KIA'AINA



BONNIE KAHAKUI  
ACTING ADMINISTRATOR

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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<http://spo.hawaii.gov>

January 13, 2023

TO:           Executive Departments/Agencies           City and County of Honolulu  
              Department of Education           Honolulu City Council  
              School Facilities Authority        Honolulu Board of Water Supply  
              Hawaii Health Systems Corporation   Honolulu Authority for Rapid Transportation  
              Office of Hawaiian Affairs        County of Hawaii  
              University of Hawaii            Hawaii County Council  
              Public Charter School Commission   County of Hawaii – Department of Water Supply  
              and Schools                    County of Maui  
              House of Representatives        Maui County Council  
              Senate                         County of Maui – Department of Water Supply  
              Judiciary                     County of Kauai  
  Kauai County Council  
  County of Kauai – Department of Water

FROM: For Bonnie Kahakui, Acting Administrator

A handwritten signature in black ink, appearing to be "B".

SUBJECT: **New Vendor List Contract**  
SPO Vendor List Contract No. 23-12  
**NASPO VALUEPOINT MAILING EQUIPMENT, SUPPLIES, AND MAINTENANCE**  
RFP No. BPM003137

The new vendor list contract for NASPO ValuePoint Mailing Equipment, Supplies, and Maintenance is effective January 13, 2023.

The current vendor list contract 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](mailto:careyann.r.sasaki@hawaii.gov).

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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Vendor List Contract No. 23-12**  
Replaces SPO VL Contract No. 18-03  
Effective: 01/13/2023

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

**NASPO VALUEPOINT  
MAILING EQUIPMENT, SUPPLIES AND MAINTENANCE - STATEWIDE**  
(NASPO ValuePoint Solicitation No. BPM003137)  
**January 13, 2023 to May 14, 2024**

**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. 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 Mailing 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. Note: one contract was assigned to another contract, resulting in a total of six contracts. The State of Hawaii has executed a Participating Addendum with one of the awarded contractors, Pitney Bowes Inc.

This Mailing Equipment, Supplies and Maintenance contract includes Postage Meter Rental, Mailing Systems, Integrated Postal Scales, Letter Openers, Letter Folders, Inserters, Folder/Inserters, Envelope Addressing System Ink Jet, Tabbers, Pressure Sealing, Pre-sorting Equipment, Extractors, Mailing Furniture, Accessories, Software License and Subscription, Software Integration, Training, Supplies, Design Production, Install Assembly Production, Relocation Services, and Lease/Rental Options.

For additional information on this contract, visit the NASPO ValuePoint website at [www.naspovaluepoint.org](http://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
School Facilities Authority	Honolulu Board of Water Supply
Hawaii Health Systems Corporation	Honolulu Authority for Rapid Transportation
Office of Hawaiian Affairs	County of Hawaii
University of Hawaii	Hawaii County Council
Public Charter School Commission 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

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	<a href="mailto:careyann.r.sasaki@hawaii.gov">careyann.r.sasaki@hawaii.gov</a>
DOE	Procurement Staff	675-0130	675-0133	<a href="mailto:G-OFS-DOE-Procurement@k12.hi.us">G-OFS-DOE-Procurement@k12.hi.us</a>
School Facilities Authority	Gaudencia "Cindy" Watarida	430-5531		<a href="mailto:cindy.watarida@k12.hi.us">cindy.watarida@k12.hi.us</a>
HHSC	Nancy Delima	359-0994		<a href="mailto:ndelima@hhsc.org">ndelima@hhsc.org</a>
OHA	Christopher Stanley	594-1833	594-1865	<a href="mailto:chriss@oha.org">chriss@oha.org</a>
UH	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>
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>
Judiciary	Tritia Cruz	538-5805	538-5802	<a href="mailto:tritia.l.cruz@courts.hawaii.gov">tritia.l.cruz@courts.hawaii.gov</a>
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	<a href="mailto:bfspurchasing@honolulu.gov">bfspurchasing@honolulu.gov</a>
Honolulu City Council	Kendall Amazaki, Jr. Nanette Saito	768-5084 768-5085	768-5011	<a href="mailto:kamazaki@honolulu.gov">kamazaki@honolulu.gov</a> <a href="mailto:nsaito@honolulu.gov">nsaito@honolulu.gov</a>

Jurisdiction	Name	Phone	Fax	E-mail
Honolulu Board of Water Supply	Procurement Office	748-5071		<a href="mailto:fn_procurement@hbws.org">fn_procurement@hbws.org</a>
HART	Dean Matro	768-6246		<a href="mailto:dean.matro@honolulu.gov">dean.matro@honolulu.gov</a>
County of Hawaii	Diane Nakagawa	961-8440		<a href="mailto:Diane.Nakagawa@hawaiicounty.gov">Diane.Nakagawa@hawaiicounty.gov</a>
Hawaii County Council	Diane Nakagawa	961-8440		<a href="mailto:Diane.Nakagawa@hawaiicounty.gov">Diane.Nakagawa@hawaiicounty.gov</a>
County of Hawaii-Dept of Water Supply	Ka'iulani Matsumoto	961-8050 x224	961-8657	<a href="mailto:kmatsumoto@hawaiidws.org">kmatsumoto@hawaiidws.org</a>
County of Maui	Jared Masuda	463-3816		<a href="mailto:jared.masuda@co.maui.hi.us">jared.masuda@co.maui.hi.us</a>
Maui County Council	Marlene Rebugio	270-7838		<a href="mailto:marlene.rebugio@mauicounty.us">marlene.rebugio@mauicounty.us</a>
County of Maui-Dept of Water Supply	Kenneth L. Bissen	270-7684	270-7136	<a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@co.maui.hi.us</a>
County of Kauai	Ernest W. Barreira	241-4295	241-6297	<a href="mailto:ebarreira@kauai.gov">ebarreira@kauai.gov</a>
Kauai County Council	Codie Tabalba	241-4193	241-6349	<a href="mailto:ctabalba@kauai.gov">ctabalba@kauai.gov</a>
County of Kauai-Dept of Water	Marcelino Soliz	245-5470	245-5813	<a href="mailto:msoliz@kauaiwater.org">msoliz@kauaiwater.org</a>

**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).

**CONTRACTOR.** The following contractor is authorized to provide Mailing 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.

<i>Contractor</i>	<i>Master Agreement No. or Contract No.</i>
Pitney Bowes Inc.	CTR058808

**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. 23-12. *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. 23-12 AND MASTER AGREEMENT NO. CTR058808 (for Pitney Bowes)** shall be typed on purchase orders issued against this vendor list contract. For pCard purchases with Pitney Bowes, the SPO VL Contract No. 23-12 and Master Agreement No. CTR058808 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).

**COMPLIANCE PURSUANT TO HRS §103-53.** All state and county contracting officers or agents shall withhold final payment of a contract until the receipt of tax clearances from the director of taxation and the Internal Revenue Service. This section does not apply to contracts of less than \$25,000.

**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 is only one contractor listed on this vendor list contract. Agency shall obtain a written quote from Pitney Bowes Inc. for products/services that they offer. See Contractor Category Chart below.
- Agency shall inform contractor that price quote is in reference to the applicable **NASPO ValuePoint Mailing Equipment, Supplies and Maintenance Master Agreement No. CTR058808 and the State Procurement Office Vendor List Contract No. 23-12.**
- 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**

<b>Category</b>	<b>Pitney Bowes</b>
Postage Meter Rental	X
Mailing Systems, Ultra Low Volume	X
Mailing Equipment, Mailing Systems, Low Volume	X
Mailing Equipment, Mailing Systems, Medium Volume	X
Mailing Systems, High Volume	X
Mailing System, Production	X
Integrated Postal Scales	X
Letter Openers, Low Volume	X
Letter Openers, High Volume	X
Letter Folders, Low Volume	X
Letter Folders, High Volume	X
Inserters, Production	X
Folder/Inserters, Low Volume	X
Folder/Inserters, Medium Volume	X
Folder/Inserters, High Volume	X
Folder/Inserters, Production	X
Envelope Mail Labeler, Low Volume	-
Envelope Mail Labeler, Medium Volume	-
Envelope Mail Labeler, High Volume	-
Envelope Mail Labeler, Production	-
Envelope Addressing System, Low Volume Ink Jet	X
Envelope Addressing System, Medium Volume Ink Jet	X
Envelope Addressing System, High Volume Ink Jet	X
Envelope Addressing System, Production Ink Jet	-
Tabbers, Low Volume	-
Tabbers, Medium Volume	-
Tabbers, High Volume	X
Tabbers, Production	-
Check Imprinting/Endorsing	-
Pressure Sealing, Production	-
Bursting Equipment, Production	-
Pre-Sorting Equipment, Production	-
Extractors	-
Mailing Furniture (general)	X
Accessories	X
Software, License and Subscription	X
Software Integration	X
Training	X
Supplies/Consumables	X
Design, Production	-
Assembly/Installation, Production	X
Equipment Relocation Services	-
Equipment Lease	X
Equipment Rental	X



# **CONTRACTOR INFORMATION**

## **Pitney Bowes Inc.**

Master Agreement No. **CTR058808**

### BUSINESS ADDRESS

Corporate:  
3001 Summer Street  
Stamford, CT 06926

### REMITTANCE ADDRESS (For Sale, Rental, Supplies, and Services Payments)

Pitney Bowes Inc.  
PO Box 981039  
Boston, MA 02298-1039

### REMITTANCE ADDRESS (For Lease Payments)

Pitney Bowes Global Financial Services LLC  
PO Box 981022  
Boston, MA 02298-1022

### CONTACT INFORMATION

<i>Contact:</i>	Joanne Drummond, Major Account Manager	<i>Phone:</i>	(808) 561-7436
<i>Email:</i>	<a href="mailto:joanne.drummond@pb.com">joanne.drummond@pb.com</a>	<i>Fax:</i>	(203) 460-5516
<i>Contact:</i>	Francie Coffey, Director of Government and Non-Profit Sales, Pac West Region	<i>Phone:</i>	(213) 256-1917
<i>Email:</i>	<a href="mailto:Francie.coffey@pb.com">Francie.coffey@pb.com</a>	<i>Fax:</i>	(203) 460-9181
<i>Website:</i>	<a href="http://www.pb.com/State-and-Local-government-Solutions/States/Hawaii.shtml">http://www.pb.com/State-and-Local-government-Solutions/States/Hawaii.shtml</a>		
<i>NASPO VP Website:</i>	<a href="https://www.naspo.valuepoint.org/portfolio/mailing-equipment-supplies-and-maintenance-2022-2027/pitney-bowes-inc/">https://www.naspo.valuepoint.org/portfolio/mailing-equipment-supplies-and-maintenance-2022-2027/pitney-bowes-inc/</a>		

### AWARDED CATEGORIES

- Postage Meter Rental
- Mailing Systems, Ultra low volume
- Mailing Systems, Low volume
- Mailing Systems, Medium volume
- Mailing Systems, High volume
- Mailing Systems, Production
- Integrated Postal Scales
- Letter Openers, Low volume
- Letter Openers, High volume
- Letter Folders, Low volume
- Letter Folders, High volume
- Inserters, Production
- Folder-Inserters, Low volume
- Folder-Inserters, Medium volume
- Folder-Inserters, High volume
- Folder-Inserters, Production
- Tabbers, High volume
- Envelope Addressing System, Low volume ink jet
- Envelope Addressing System, Medium ink jet
- Envelope Addressing System, High volume ink jet
- Mailing Furniture
- Accessories
- Software, License & Subscription
- Software Integration
- Training
- Supplies/Consumables
- Assembly/Installation, Production
- Equipment Lease
- Equipment Rental