

JOSH B. GREEN, M.D.
GOVERNOR
KE KIA'AINA



BONNIE KAHAKUI
ACTING ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 586-0554
email: state.procurement.office@hawaii.gov
<http://spo.hawaii.gov>
Twitter: [@hawaiispo](https://twitter.com/hawaiispo)

March 31, 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 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: Bonnie Kahakui, Acting Administrator *Bonnie A Kahakui*

SUBJECT: Change No. 2
 SPO Price List Contract No. 23-13
 Sourcewell Public Safety and Emergency Management, Equipment, Tool and Supply Catalog
 Solutions
 RFP No. 080922
 Expires: October 7, 2026

The following changes are made to the price list contract:

1. The agency instructions are updated on page 8.
2. The section for Not Within Scope is removed.

The price list contract incorporating Change No. 2 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.

WHERE TO FIND

Information on Sourcewell3
Participating Jurisdictions4
Points of Contacts4-5
Nonprofit, Contractors5
Compliance, pCard, Purchase Orders, Payments.....6
GET & County Surcharge.....6
Vendor Codes, Vendor and Product Evaluation, Emergency Purchase.....7
Scope7
Agency Instructions8

CONTRACTOR INFORMATION

Safeware Inc.....9

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 23-13

Includes Change No. 2

Effective: 03/31/2023

THIS SPO PRICE/VENDOR LIST CONTRACT IS FOR AUTHORIZED BUSINESS ONLY

**SOURCEWELL
PUBLIC SAFETY AND EMERGENCY MANAGEMENT, EQUIPMENT, TOOL AND SUPPLY
CATALOG SOLUTIONS
RFP No. 080922
February 10, 2023 to October 7, 2026**

INFORMATION ON SOURCEWELL

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada. Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings.

A request for competitive sealed proposals was issued and a contract was awarded to two (2) qualified Contractors. The State of Hawaii has signed a Participating Addendum with one (1) contractor.

PARTICIPATING JURISDICTIONS listed below have signed a memorandum of agreement with the SPO and are authorized to utilize this price list contract:

Executive Department/Agencies	City & County of Honolulu (C&C of Honolulu)
Department of Education (DOE)	Honolulu City Council
School Facilities Authority	Honolulu Board of Water Supply
Hawaii Health Systems Corporation (HHSC)	Honolulu Authority for Rapid Transportation (HART)
University of Hawaii (UH)	County of Hawaii
Public Charter School Commission and Schools	Hawaii County Council
Office of Hawaiian Affairs (OHA)	County of Hawaii - Department of Water Supply
House of Representatives (House)	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 price list contract, and request 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 method of procurement 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.

POINTS OF CONTACT. Questions regarding the products, ordering, pricing and status should be directed to the Contractor(s).

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Matthew Chow	586-0577	586-0570	matthew.m.chow@hawaii.gov
Department of Education (DOE)	Procurement Staff	675-0130	675-0133	G-OFS-DOE-Procurement@k12.hi.us
School Facilities Authority	Gaudencia "Cindy" Watarida	430-5531	n/a	cindy.watarida@k12.hi.us
Hawaii Health Systems Corporation (HHSC)	Nancy Delima	359-0994	n/a	ndelima@hhsc.org
Office of Hawaiian Affairs (OHA)	Christopher Stanley	594-1833	594-1865	chriss@oha.org
University of Hawaii (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 of Representatives (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

Honolulu City and County (C&C)	Procurement Specialist	768-5535	768-3299	bfpurchasing@honolulu.gov
Honolulu City Council	Kendall Amazaki, Jr.	768-5084	n/a	kamazaki@honolulu.gov
Honolulu City Council	Nanette Saito	768-5085	768-5011	nsaito@honolulu.gov
Honolulu Board of Water Supply	Procurement Office	748-5071	n/a	fn_procurement@hbws.org
Honolulu Authority for Rapid Transportation (HART)	Dean Matro	768-6246	n/a	dean.matro@honolulu.gov
County of Hawaii	Diane Nakagawa	961-8440	n/a	Diane.Nakagawa@hawaiicounty.gov
Hawaii County Council	Diane Nakagawa	961-8440	n/a	Diane.Nakagawa@hawaiicounty.gov
County of Hawaii - Department of Water Supply	Ka'iulani L. Matsumoto	961-8050 ext. 224	961-8657	kmatsumoto@hawaiidws.org
County of Maui	Jared Masuda	463-3816	n/a	jared.masuda@co.maui.hi.us
Maui County Council	Marlene Rebugio	270-7838	n/a	marlene.rebugio@mauicounty.us
County of Maui - Department of Water Supply	Kenneth L. Bissen	270-7684	270-7136	ken.bissen@co.maui.hi.us
County of Kauai	Ernest Barreira	241-4295	241-6297	ebarreira@kauai.gov
Kauai County Council	Codie Tabalba	241-4193	241-6349	ctabalba@kauai.gov
County of Kauai - Department of Water	Christine Erorita	245-5409	245-5813	cerorita@kauaiwater.org

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>. 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 contract vendor(s)

CONTRACTORS. The following contractor is authorized to provide Public Safety and Emergency Management, Equipment, Tools and Supply Catalog Solutions. They have signed a Master Agreement with the State of Minnesota and a Participating Addendum with the Hawaii State Procurement Office.

- Safeware, Inc

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. 23-13. *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 departments/agencies, excluding DOE, OHA, HHSC 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.

PURCHASE ORDERS may be issued for purchases \$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 PRICE LIST CONTRACT NO. 23-13 AND SOURCEWELL MASTER AGREEMENT NO. (notated on the vendor information page) shall be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO Price List Contract No. 23-13 and the Sourcewell Master Agreement Number shall be notated on the appropriate transaction document. The Master Agreement Numbers can be found on the vendor information page.

PAYMENTS are to be made to the Contractor(s) remittance address. HRS §103-10 provides that the State shall have thirty (30) days after receipt of invoice or satisfactory completion of contract to make payment. Payments will be made via pCard.

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.

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>.

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.

VENDOR AND PRODUCT EVALUATION form SPO-012, for the purpose of addressing concerns on this price list contract, is available to the 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.

EMERGENCY PURCHASE. The FEMA special provisions have been added to the contract to allow departments/agencies to make purchases during a declared disaster and seek FEMA reimbursement during a declared emergency. For more information, please visit: <https://spo.hawaii.gov/for-state-county-personnel/disaster-preparedness-procurement/femareimbursement/>.

SCOPE

The contract allows for public safety and emergency management equipment, tool and supply catalog solutions consisting of a comprehensive electronic catalog system for the purchase and delivery of equipment, tools and supplies in support of the welfare and protection of the general public by agencies or departments such as:

- A. Law Enforcement and Corrections;
- B. Fire, EMS and Search and Rescue;
- C. Medical, Health Service, and Public Health;
- D. Human Services, Housing, Homelessness and Mental Health;
- E. Emergency Management;
- F. Public Utilities and Public Works;
- G. Transit and Transportation and;
- H. Services of similar or related to the services described in subsections A-F above.

Ancillary offering of technology and services related to the solutions described above in including hardware and software, training, professional development, accreditation, certification or credentialing, installation, maintenance or repair, support, and warranty programs is allowed.

Contractors may include related services only to the extent that the services are complementary to the catalog solution offering the equipment, tools, or supplies being proposed.

AGENCY INSTRUCTIONS

1. Registration on Sourcewell is not required.
2. Agency shall reference the Safeware Master Agreement No. 080922-SAF.
3. Agency shall obtain a quote from Safeware Point of Contact.
4. As an option, agency may register and obtain an account number on Safewareinc.com to place an order and view pricing. Contact Eric Stephenson estephenson@safewareinc.com for information.
5. An account will be created in Safeware's system using Agency's billing/ship to address.
6. Freight will be added as a separate line item.
7. File the Manufacturer's Suggested Retail Price (MSRP) and Contract Price in the procurement file.



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SAFEWARE INC

MASTER AGREEMENT NO. 080922-SAF

PRIMARY POINT OF CONTACT

Diana Mularky
Senior Manager Western Region
Office: (303) 322-3577
Direct: (240) 956-6132
Email: dmularky@safewareinc.com

Remittance Address:

Safeware Inc
PO Box 716320
Philadelphia, PA 19171-6320
Vendor Code: 36354700

Website URL: www.safewareinc.com

Safeware Catalog – 41% off list price
Services and Training – 10% off list price