

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



BONNIE KAHAKUI
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)

February 6, 2025

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, Administrator *Bonnie A. Kahakui*

SUBJECT: **Change No. 4**
SPO Price List Contract No. 21-18
Bulk Delivery of Gasoline and Diesel Fuel – Kauai
IFB-21-012-K
Expires: March 12, 2026

The following change is made to the price list contact:

- The contract for Par Hawaii, LLC is extended to March 12, 2026

The current price list contract incorporating Change. No. 4 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.

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 Par Hawaii LLC9

STATE OF HAWAII STATE PROCUREMENT OFFICE

SPO Price List Contract No. 21-18
Replaces SPO PL Contract No. 16-10
Includes Change No. 4
Effective: 02/06/2025

THIS SPO PRICE LIST CONTRACT IS FOR AUTHORIZED BUSINESS ONLY

DELIVERY OF BULK GASOLINE AND DIESEL FUEL - KAUAI

(IFB-21-012-K)

March 13, 2021 to March 12, 2026

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

Executive Departments/Agencies
Department Of Education
Hawaii Health Systems Corporation
Office of Hawaiian Affairs
University of Hawaii
Public Charter School Commission
and Schools

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 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.

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	Matthew.m.chow@hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	G-OFS-DOE-Procurement@k12.hi.us
HHSC	Nancy Delima	359-0994		ndelima@hhsc.org
OHA	Christopher Stanley	594-1833	594-1865	chriss@oha.org
UH	Karlee Hisashima	956-8687	956-2093	karlee@hawaii.edu

Jurisdiction	Name	Phone	Fax	E-mail
Public Charter School Commission and Schools	Danny Vasconcellos	586-3775	586-3776	danny.vasconcellos@spcsc.hawaii.gov
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 non-profit 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. Par Hawaii, LLC is authorized to provide Bulk Deliveries of Gasoline and Diesel Fuel on 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. 21-18. *No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this contract.*

PURCHASE ORDERS may be issued on an as-needed basis during the price list contract period. It is the responsibility of each agency to ensure the issuance of purchase orders is not placed with the Contractor after the price list contract expiration date. The contractor shall not accept orders after the price list contract expiration date.

SPO PRICE LIST CONTRACT NO. 21-18 should be typed on purchase orders issued against this price list contract or notated on the appropriate transaction document.

BASE UNIT PRICES include delivery to destination and all other costs incurred, except the following applicable taxes:

1. The State General Excise Tax (GET) and County Surcharge shall not exceed the following rate if the contractor elects to pass 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.

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>.

2. The GET shall be computed only on the Unit Bid Price or subsequently adjusted Unit Bid Price (hereinafter referred to as Adjusted Price, excluding the Federal Excise Tax (FET), State and County fuel oil taxes, and all other applicable taxes;
3. State and County fuel taxes as applicable to the appropriate County;
4. Federal LUST Tax;
5. Hawaii Environmental Response Tax;
6. Federal Oil Spillage Tax.

The Contractor shall list on the invoice the above taxes as separate line items to the base unit prices. The State of Hawaii is exempt from the FET on gasoline and diesel fuel.

FOR FEDERAL EXCISE TAX please note the following:

1. All gasoline and diesel fuel purchases from this price list contract are exempt from the FET. The FET shall not appear on the invoice.
2. The SPO will provide to the Contractor a *Federal Certificate of State or Local Government Use of Diesel Fuel and Gasoline* for the State of Hawaii. This document exempts the State of Hawaii from the FET for the state or government use of diesel fuel and gasoline. Any other form used for the FET must be approved by the SPO.

PRICE ADJUSTMENT shall be a pass-through cost from the Contractor’s supplier to the State. For each price adjustment, the Contractor shall submit to the State Procurement Office, written documentation of the price increase or decrease from its supplier. The State reserves the right to contact the Contractor’s supplier to confirm and substantiate all price changes that occurred during the contract period.

The Contractor shall notify the State Procurement Office, all price changes within twenty-four (24) hours of the effective price adjustment date. Price adjustment notices may be sent electronically or by facsimile to the State Procurement Office.

E-10 UNLEADED GASOLINE IN HAWAII. Gasoline shall meet the specifications for automotive spark-ignition engine fuel as approved by the Measurement Standards Branch of the Hawaii State Department of Agriculture. The sale, distribution, and transportation of petroleum products specified herein shall comply with all current Federal, State, and County laws and ordinances rules and regulations or as revised thereafter.

ULTRA LOW SULFUR DIESEL AND ULTRA LOW SULFUR DIESEL DYED shall meet the specifications for diesel fuel oils as approved by the Measurement Standards Branch of the Hawaii State Department of Agriculture.

The sale, distribution, and transportation of petroleum products specified herein shall comply with all current Federal, State, and County laws and ordinances rules and regulations or as revised thereafter.

DELIVERIES. Delivery of gasoline and diesel fuel to the various agencies of the State and Counties shall be coordinated by the Contractor with each agency's delivery location. The agency shall notify the Contractor, with a minimum of a twenty-four (24) hour notice to schedule a delivery of bulk gasoline or diesel fuel. A shorter lead time must be agreed upon by both parties. Another alternative is for the Contractor to coordinate a delivery schedule with each user agency that specifies the day and time that is agreed upon by both parties.

Prior to delivery, the Contractor shall contact the agency to coordinate the delivery arrangements.

The Contractor is required to deliver all items outstanding at the end of the contract period on orders received during the term of the contract.

PAYMENTS are to be made to the remittance address of the Contractor. 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.

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.

GAS AND DIESEL PRICE PER GALLON IS AVAILABLE at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page and click on 21-18-Kauai in the search box.

VENDOR AND PRODUCT EVALUATION. Form SPO-012, Evaluation: Vendor or Product, to address 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.

AGENCY INSTRUCTIONS TO ADD A NEW TANK LOCATION/REMOVE A TANK LOCATION AND DELIVERY SERVICE

Type of Fuel Change. The State may request to change the type of fuel currently listed in this IFB provided the contractor and the State agrees to the BBP per gallon based on the fuel tank location and estimated gallons usage. Such changes shall be made only upon contract amendment from the State Procurement Office. All terms and conditions listed in this IFB shall apply to the BBP per gallon.

Add or Remove an Agency Fuel Tank Location. The State may request to add or remove a fuel tank at the location(s) listed in this IFB or add a fuel tank(s) at a new location provided the contractor and the State agrees to the BBP per gallon based on the new tank location and estimated gallons usage. Such changes shall be made only upon contract amendment from the State Procurement Office. All terms and conditions listed in this IFB shall apply to the BBP per gallon.

Agency shall email the Executive Jurisdiction with the following information:

1. Address
2. Is the tank above ground or below ground
3. Frequency of Delivery
4. Type of Gasoline
5. Tank size
6. Start date for delivery

CONTRACTOR INFORMATION

PURCHASE ORDER ADDRESS	REMITTANCE ADDRESS
1132 Bishop Street Suite 2500 Honolulu, HI 96813	1132 Bishop Street Suite 2500 Honolulu, HI 96813
Vendor Code: 322224-00	

CONTACT INFORMATION	
<i>Contact:</i> David Harjo	<i>Phon</i> (808) 245-1911
<i>Email:</i> david.harjo@parpacific.com	<i>Fax:</i> (808) 246-1054

Department of Land & Natural Resources	
1. Forestry and Wildlife 4398-D Pua Loke, Lihue Above Ground Tank Capacity: 2000 gal. Above Ground Tank Capacity: 1000 gal.	Regular 87 ULSD (On-Highway)

Department of Transportation	
2. Airports 3901 Mokulele Loop #6, Lihue Below Ground Tank Capacity: 4000 gal. Below Ground Tank Capacity: 1 ea. @ 4000 gal. Below Ground Tank Capacity: 3 ea. @ 500 gal. Below Ground Tank Capacity: 1 ea. @ 2000 gal.	Regular 87 ULSD (On-Highway) ULSD (On-Highway) ULSD (On-Highway)
ARFF Station Above Ground Tank Capacity: 1 ea. @ 500 gal.	ULSD (On-Highway)

Department of Transportation	
3. Highways Division 1720 Haleukana Street, Lihue Above Ground Tank Capacity: 5200 gal. Above Ground Tank Capacity: 5000 gal. Above Ground Tank Capacity: 500 gal.	Regular 87 ULSD (On-Highway) ULSD (Off-Highway)

Department of Water	
4. 4398 Pualoke Street, Lihue Above Ground Tank Capacity: 2000 gal. Above Ground Tank Capacity: 1000 gal.	Regular 87 ULSD (On-Highway)

HHSC
5. Kauai Veterans Memorial Hospital

4643 Waimea Canyon Road, Waimea Below Ground Tank Capacity: 10,000 gal.	ULSD (Off-Highway)
Samuel Mahelona Memorial Hospital 4800 Kawaihau Road, Kapaa Below Ground Tank Capacity: 2000 gal.	ULSD (Off-Highway)

COUNTY OF KAUAI

PW-Auto	
6. Lihue Automotive Maintenance Facility 2820 Wehe Rd., Lihue Above Ground Tank Capacity: 2,000 gal. Above Ground Tank Capacity: 2,000 gal. Above Ground Tank Capacity: 1,000 gal.	Regular 87 Regular 87 ULSD (On-Highway)
Hanapepe Baseyard 4380 Lele Rd., Hanapepe Above Ground Tank Capacity: 2,000 gal. Above Ground Tank Capacity: 2,000 gal.	Regular 87 ULSD (On-Highway)
Kapaa Baseyard 4900 Kahau Rd., Lihue Above Ground Split Tank Capacity: 4,000 ea.	Regular 87 & ULSD (On-Highway)
Princeville Police/Fire Substation 5-4290 Kuhio Hwy., Princeville Above Ground Split Tank Capacity: 4,000 ea.	Regular 87 & ULSD (On-Highway)

Parks and Recreation	
7. Wailua Golf Course 3-5350 Kuhio Hwy., Lihue Above Ground Tank Capacity: 500 gal.	ULSD (Off-Highway)

PW-Wastewater	
8. Lihue WWTP 3190 Ninini Point. St. Above Ground Tank Capacity: 2,000 gal.	ULSD (Off-Highway)
Marriott SPS 3510 Rice St. (Service Entrance) Above Ground Tank Capacity: 500 gal.	ULSD (Off-Highway)
Industrial SPS 3070 Peleke St. Above Ground Tank Capacity: 500 gal.	ULSD (Off-Highway)
Kapaia SPS	

4520 Maalo Rd. Above Ground Tank Capacity: 500 gal.	ULSD (Off-Highway)
Hanamaulu SPS 4181 Hanamaulu Rd Above Ground Tank Capacity: 500 gal.	ULSD (Off-Highway)
Wailua WWTP 4460 Nalo Rd. Above Ground Tank Capacity: 2,000 gal.	ULSD (Off-Highway)
Eleele WWTP 4444 Waialo Rd Above Ground Tank Capacity: 2,000 gal.	ULSD (Off-Highway)
Hanapepe Fire Station SPS #2 1-3987 Kaunualii Hwy Above Ground Tank Capacity: 500 gal.	ULSD (Off-Highway)
Waimea WWTP 9275G Kaunualii Hwy Above Ground Tank Capacity: 1,000 gal.	ULSD (Off-Highway)