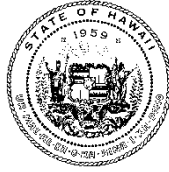


JOSH B. GREEN, M.D.
GOVERNOR
KE KIA'ĀINA




BONNIE KAHAKUI
ADMINISTRATOR
DAYNA OMIYA
ASSISTANT ADMINISTRATOR

STATE OF HAWAII | KA MOKU'ĀINA O HAWAI'I
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>

April 17, 2026

TO: Executive Departments/Agencies
Excludes Department of Education (and its Charter Schools), Hawaii Health Systems Corporation,
Office of Hawaiian Affairs, and the University of Hawaii

FROM: Bonnie Kahakui, Administrator 

SUBJECT: **Change No.1**
DOE Price List Contract E25-09
DISPOSABLE FOOD SERVICE PRODUCTS - OAHU
Contract Term: August 1, 2025 to July 31, 2026
IFB D25-057 and IFB D25-172

Note: DOE Change No. 2, effective April 14, 2026, is attached to remove Item 17 and Item 18 from Group 6 and Item 21 from Group 8. DOE implemented Price List Change No.1 prior to SPO posting of new Price List, resulting in change number discrepancy.

EXECUTIVE DEPARTMENTS/AGENCIES may purchase from this DOE price list contract under the terms of the cooperative agreement between the State Procurement Office (SPO) and the Department of Education (DOE).

Executive Departments/Agencies are not required but may purchase from this price list contract, and requests for exception from the contract are not required. Executive Departments/Agencies 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 Executive Department/Agencies.

VENDOR CODES. Do not use the DOE Vendor Codes provided on the Price List Contract. Executive Departments/Agencies are responsible to obtain correct vendor codes for annotation on purchase orders. Vendor Codes are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. Departments/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. Therefore, when processing an invoice for payment, be sure that the correct vendor code is used. All references made to the School Food Safety Manager (SFSM) shall refer to the individual(s) placing the order.

COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the DOE verified compliance of the Contractor(s) named in the DOE Price List Contract No. E25-09. *No further compliance verification is required prior to issuing a contract or purchase order when utilizing this contract.*

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, SFA 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.

Note: Vendors may impose a transaction fee, not to exceed 4%, for pCard transactions.

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.

PURCHASE ORDERS may be issued for purchases of \$2,500 or more and for vendors who either do not accept the pCard, or set minimum order requirements before accepting the pCard.

DOE PRICE LIST CONTRACT NO. E25-09 shall be typed on purchase orders issued against this price list contract. For pCard purchases, the DOE Price List Contract No. E25-09 shall be notated on the appropriate transaction document.

VENDOR AND PRODUCT EVALUATION. Form SPO-012, to address concerns about this vendor list contract, is available to agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page. Submit all evaluation forms to shane.duyvejonck@hawaii.gov. Include the DOE Price List Contract Number in the Description field of Form SPO-012. All references made to "School Food Service Branch" in the Vendor Product Evaluation clause shall refer to the State Agency.

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.

If you have any questions, please contact Shane Duyvejonck at (808) 586-0551 or email shane.duyvejonck@hawaii.gov.