

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



BONNIE KAHAKUI
ACTING ADMINISTRATOR

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 587-4700
email: state.procurement.office@hawaii.gov
<http://spo.hawaii.gov>

August 09, 2023

TO: Executive Departments/Agencies
Department of Education
School Facilities Authority
Hawaii Health Systems Corporation
Office of Hawaiian Affairs
University of Hawaii
House of Representatives
Senate
Judiciary

FROM: Bonnie Kahakui, Acting Administrator *Bonnie A. Kahakui*

SUBJECT: **Change No. 1**
SPO Price List Contract No. 24-02
STATE OF HAWAII INVENTORY DECALS
IFB No. 23008
Expires: June 30, 2025

The following changes are made to the price list contract:

1. Ordering Instructions are revised. Agencies shall fill out the new Order Form and submit to the contractor.
2. Fillable Order Form is attached as 24-02-A.

The current price list contract incorporating Change No. 1 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.

TABLE OF CONTENTS:

Participating Jurisdictions	1
Points of Contact	1
Contractor	2
Vendor Codes	2
Compliance	2
Purchasing Card	2
Purchase Orders	2
Payments	2
Vendor and Product Evaluation	2
Contractor Information – Metal Marker Manufacturing Company	3
Ordering Instructions	3
Delivery	3
Inspection	4
Specifications	4
Price	4
Order Form	5

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 24-02
Replaces SPO PL Contract No. 19-16
Includes Change No. 1
Effective: 08/11/2023

STATE OF HAWAII INVENTORY DECALS
(IFB No. 23008)
July 1, 2023 to June 30, 2025

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.

Executive Departments/Agencies	University of Hawaii (UH)
Department of Education (DOE)	Judiciary
School Facilities Authority	House of Representatives (House)
Hawaii Health Systems Corporation (HHSC)	Senate
Office of Hawaiian Affairs (OHA)	

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:

Jurisdiction	Name	Phone	FAX	E-mail
Executive	Carey Ann Sasaki	586-0575	586-0570	careyann.r.sasaki@hawaii.gov
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
HHSC	Nancy Delima	359-0994	n/a	ndelima@hhsc.org
OHA	Christopher Stanley	594-1833	594-1865	chriss@oha.org
UH	Karlee Hisashima	956-8687	956-2093	karlee@hawaii.edu
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov

Jurisdiction	Name	Phone	FAX	E-mail
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov

CONTRACTOR. Metal Marker Manufacturing Company is the Contractor that is authorized to provide State of Hawaii inventory decals statewide.

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 Price and Vendor List Contract No. 24-02. *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 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.

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

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.

SPO PL Contract No. 24-02 will be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 24-02 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>. Click on *Forms* on the home page.

PRICE LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

CONTRACTOR INFORMATION

Metal Marker Manufacturing Company

Business Address:

6225 Lear Nagle Road
North Ridgeville, OH 44039

Contact Person(s):

Dave O'Donnell

Phone: (800) 428-0095 ext. 155

Email: Dave.ODonnell@metalmarkermfg.com

Office Hours: 8:30 am – 5:00 pm EST. Monday - Friday

Fax: (440) 327-2830

Remittance Address:

Metal Marker Manufacturing Co.
6225 Lear Nagle Road
North Ridgeville, OH 44039

ORDERING INSTRUCTIONS

UNIT PRICES include delivery to destination and all other costs. Agencies will not be charged the GET due to the vendor having no presence in the State of Hawaii.

ORDERING on a timely basis is the responsibility of each agency. Orders shall be in multiples of 100 and will be issued on an as-needed basis during the price list contract period. Contractor is not obliged to accept any order received after the price list contract expiration date; however, Contractor shall fill timely orders for which delivery may extend beyond the expiration date.

Agencies shall fill out SPO PL Contract No. 24-02 State of Hawaii Inventory Decals Order Form and submit to Dave O'Donnell at Metal Marker Manufacturing Co. Agencies shall create the Order Form #. Order Form # shall be comprised of Jurisdiction/Department acronym, dash, Agency acronym or abbreviation (identifier), dash, three digits beginning with 001 (Example: Order Form # DAGS-SPO-001). Subsequent orders from agency will be 002, 003, etc. Order Form # will be used as a reference for each decal order. The information on the order form consists of the start and end sequence numbers to be used on the decals and the exact address where the inventory decals are to be shipped. This includes but is not limited to department, name of office, floor number, room number, attention to: and telephone number. Contractor shall contact agency for clarification if information is missing or unclear.

DELIVERY shall be to the ordering agency within forty-five (45) calendar days after Contractor's receipt of decal order. Contractor shall make shipment to the agency designated on the order. On orders subject to quantity discounts, the Contractor is required to make delivery to one address only. Contractor is required to deliver all items outstanding at the end of the contract period on orders received during the term of the contract.

INSPECTION. Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the Contractor within five (5) working days from delivery date. Contractor shall be responsible for replacing any products, damaged, defective or spoiled.

STATE OF HAWAII INVENTORY DECALS

Specifications:

- Size: 2" x ¾", Dull (matte) silver polyester, 0.002" thick with rounded corners
- Adhesive: permanent acrylic pressure-sensitive
- Bar Code: "39 Standard", 8 or 9 positions, as specified by agencies, alphanumeric/blank
- Style and Color: "STATE OF HAWAII" in black; bar code to match human readable; human readable approximately 1/8" in bold black alphanumeric
- Sample:



Price:

<u>Volume per Order*</u>	<u>Price per 100 decals</u>
100 - 400	\$31.78
500 - 900	\$17.47
1,000 - 1,900	\$12.76
2,000 - 2,900	\$11.60
3,000 - 4,900	\$10.88
5,000 - 6,900	\$10.67
7,000 - 9,900	\$9.77
10,000 - 14,900	\$7.93
15,000 - 24,900	\$6.33
25,000 - 49,900	\$5.12
50,000 - 75,000	\$4.73

Minimum order is 100 decals. Orders shall be in multiples of 100.

*Volume per Order. Example 1: Agency wants to place an order for 800 decals, they will pay \$17.47 per 100 decals total \$139.76 (\$17.47 x 8 = \$139.76 for 800 decals). Example 2: Agency wants to place an order for 2,500 decals, they will pay \$11.60 per 100 decals, total \$290.00 (\$11.60 x 25 = \$290.00 for 2,500 decals).

SPO PL CONTRACT NO. 24-02
STATE OF HAWAII INVENTORY DECALS
ORDER FORM

CONTRACTOR:
Metal Marker Manufacturing Company
6225 Lear Nagle Road
North Ridgeville, OH 44039

Questions and Orders to:
Dave O'Donnell
Phone: (800) 428-0095 ext. 155
Fax: (440) 327-2830
Email: Dave.ODonnell@metalmarkermfg.com

AGENCY INFORMATION:

Date: _____ Order Form #: _____

Contact Person: _____

Department: _____

Division/Agency: _____

Email: _____

Phone: _____ Fax: _____

Deliver to (Address & Department, Division/Name of Agency or Office, Attention to: if different than above):

Payment via: pCard Purchase Order

ORDER (Minimum order is 100 decals. Orders shall be in multiples of 100):

Number of Decals: _____

Sequence:

Start Number: _____

End Number: _____

Note: Order Form # shall be comprised of Jurisdiction/Department acronym and Agency acronym or abbreviation followed by three digits beginning with 001. For example: Order Form # DAGS-SPO-001