

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>

June 3, 2024

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: Bonnie Kahakui, Administrator *Bonnie A Kahakui*

SUBJECT: **Change No. 4**
SPO Vendor List Contract No. 23-03
NETWORK AND TELECOMMUNICATIONS SERVICES – STATEWIDE
RFP No. 22002

The following changes have been made to the vendor list contract:

1. The Purchasing Card (pCard) language is updated.
2. The State General Excise Tax (GET) and County Surcharge table is updated with Maui County's surcharge tax rate of 0.50%.
3. The contact information for Level 3 Communications, LLC has been updated.

The current vendor list contract incorporating Change No. 4 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.

TABLE OF CONTENTS:

| | |
|--|----|
| Participating Jurisdictions..... | 1 |
| Points of Contact..... | 1 |
| Nonprofit Organizations..... | 3 |
| Contractors, Vendor Codes, Compliance HRS §103D-310(c), pCard..... | 3 |
| PO, SPO VL 23-03, Compliance HRS §103-53, State GET and County Surcharge | 4 |
| Vendor and Product Evaluation, Price or Vendor List Contract | 4 |
| Contractor Information – DR Fortress, LLC | 5 |
| Contractor Information – Hawaiian Telcom, Inc. | 6 |
| Contractor Information – Level 3 Communications, LLC..... | 7 |
| Contractor Information – Servpac Inc..... | 8 |
| Ordering Instructions..... | 9 |
| General Information..... | 9 |
| How to use this Vendor List Contract | 10 |
| Uniform Request For Quotes Form | 11 |

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Vendor List Contract No. 23-03
Replaces SPO VL 12-12
Change No. 4
Effective: 06/07/2024

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

**NETWORK AND TELECOMMUNICATIONS SERVICES -
STATEWIDE**

(RFP No. 22002)
February 1, 2023 to January 31, 2028

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

| | |
|--|---|
| Executive Departments/Agencies Department of Education School Facilities Authority Hawaii Health Systems Corporation Office of Hawaiian Affairs University of Hawaii Public Charter School Commission and Schools House of Representatives Senate Judiciary | City and County of Honolulu (C&C of Honolulu) Honolulu City Council Honolulu Board of Water Supply Honolulu Authority for Rapid Transportation County of Hawaii Hawaii County Council County of Hawaii-Department of Water Supply County of Maui Maui County Council 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 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) or Office of Enterprise Technology Services (ETS), Vincent Hoang at (808) 587-1212 or vincent.hoang@hawaii.gov.

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 |

| Jurisdiction | Name | Phone | Fax | E-mail |
|--|---------------------------------------|----------------------|----------|--|
| DOE | Procurement Staff | 675-0130 | 675-0133 | G-OFS-DOE-Procurement@k12.hi.us |
| School Facilities Authority | Gaudencia "Cindy" Watarida | 430-5531 | | cindy.watarida@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 |
| Public Charter School Commission and Schools | Danny Vasconcellos | 586-3775 | 586-3776 | danny.vasconcellos@spsc.hawaii.gov |
| 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 |
| C&C of Honolulu | Procurement Specialist | 768-5535 | 768-3299 | bfs purchasing@honolulu.gov |
| Honolulu City Council | Kendall Amazaki, Jr. Nanette Saito | 768-5084 768-5085 | 768-5011 | kamazaki@honolulu.gov nsaito@honolulu.gov |
| Honolulu Board of Water Supply | Procurement Office | 748-5071 | | fn_procurement@hbws.org |
| HART | Dean Matro | 768-6246 | | dean.matro@honolulu.gov |
| County of Hawaii | Diane Nakagawa | 961-8440 | | Diane.Nakagawa@hawaiicounty.gov |
| Hawaii County Council | Diane Nakagawa | 961-8440 | | Diane.Nakagawa@hawaiicounty.gov |
| County of Hawaii- Dept of Water Supply | Ka'iulani Matsumoto | 961-8050 x224 | 961-8657 | kmatsumoto@hawaiidws.org |
| County of Maui | Jared Masuda | 463-3816 | | jared.masuda@co.maui.hi.us |
| Maui County Council | Marlene Rebugio | 270-7838 | | marlene.rebugio@mauicounty.us |
| County of Maui-Dept of Water Supply | Kenneth L. Bissen | 270-7684 | 270-7136 | ken.bissen@co.maui.hi.us |
| County of Kauai | Ernest W. Barreira | 241-4295 | 241-6297 | ebarreira@kauai.gov |

| Jurisdiction | Name | Phone | Fax | E-mail |
|-------------------------------|-------------------|----------|----------|--|
| Kauai County Council | Codie Tabalba | 241-4193 | 241-6349 | ctabalba@kauai.gov |
| County of Kauai-Dept of Water | Christine Erorita | 245-5409 | 245-5813 | cerorita@kauaiwater.org |

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 or vendor list Contractor(s).

CONTRACTORS. The following Contractors are authorized to provide Network and Telecommunications Services to the State of Hawaii.

- DR Fortress, LLC
- Hawaiian Telcom, Inc.
- Level 3 Communications, LLC
- Servpac Inc.

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. 23-03. *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, SFA, HHSC, and OHA 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 Contractors who either do not accept the pCard, or set minimum order requirements before accepting the pCard.

SPO VL Contract No. 23-03 will be typed on purchase orders issued against this vendor list contract. For pCard purchases, the SPO VL Contract No. 23-03 shall be notated on the appropriate transaction document.

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) | 0.50% | 4.0% | 4.7120% | 12/31/2030 |
| 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 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 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.

CONTRACTOR INFORMATION



DR Fortress, LLC

Business Address:

3375 Koapaka St., Ste. D198
Honolulu, HI 96819

Contact Person:

Millie Perreira-Gilmore
Phone: (808) 723-0345
Email: millie@drfortress.com

Remittance Address:

3375 Koapaka St., Ste. D198
Honolulu, HI 96819

Company website:

www.drfortress.com

CONTRACTOR INFORMATION

Hawaiian Telcom, Inc.

Business Address:

1177 Bishop Street
Honolulu, HI 96813

Contact Person(s):

Brandon Saigusa
Phone: (808) 228-2874
Email: Brandon.Saigusa@hawaiiantel.com

Keith Heininger
Phone: (808) 546-4963
Email: Keith.Heininger@hawaiiantel.com

Fax: (808) 546-8288

Remittance Address:

P.O. Box 30770
Honolulu, HI 96820-0770

Hawaiian Telcom, Inc.'s pCard policy:

Hawaiian Telcom, Inc. will accept on-line pCard payment and over-the-phone pCard payment of up to and including \$2,500 per transaction. Anything greater than \$2,500 needs to be processed as the following (when paying on the same Hawaiian Telcom bill account number):

- 1) 3 payments in 5 days, or
- 2) 5 payments in 30 days

For payment by phone thru Paymentus, call 1-855-748-1077.

For online payment:

- 1) User has option to login to the user's online billing account, or
- 2) User has option to go to <http://hawaiiantel.com/quickpay> to make online payment without needing to login to the user's online billing account.

The State is exempt from the \$3.95 transaction fee by Paymentus for both online and payment by phone thru Paymentus.

Paymentus can charge State user a \$5 agent assistance fee if the user selects the option to speak to a live Paymentus Agent and have the agent take the payment for them on the phone instead of making the payment by themselves.

CONTRACTOR INFORMATION

Level 3 Communications, LLC

Business Address:

550 Paiea Street, Suite 238
Honolulu, HI 96819

Contact Person(s):

Jon Hungerford
Phone: (213) 996-5511
Mobile: (626) 862-9686
Email: jon.hungerford@lumen.com

Remittance Address:

P.O. Box 910182
Denver, CO 80291-0182

Billing Questions:

CustomerCare
1-877-453-8353

Note: Level 3 Communications does not offer any voice products or 911 service under this contract.

CONTRACTOR INFORMATION



Servpac Inc.

Business Address:

1931 N. King St.
Honolulu, HI 96819

Contact Person:

Christina Dimovska
Phone: (808) 237-5101
Email: cdimovska@servpac.com

Remittance Address:

1931 N. King St.
Honolulu, HI 96819

Company website:

<https://servpac.com/>

ORDERING INSTRUCTIONS

UNIT PRICES include delivery to destination and all other costs except the State General Excise Tax and County Surcharge, currently 4.5% for transactions made on the islands of Oahu, Kauai, Hawaii, Maui, Molokai and Lanai. Agencies are advised to add the tax amount to their purchase order total.

ORDERING on a timely basis is the responsibility of each agency. Orders shall be issued on an as-needed basis during the vendor list contract period, and will use either the pCard or purchase order when placing order(s). Contractors are not obligated to accept any order received after the contract expiration date, however, Contractors shall fill timely orders for which delivery may extend beyond the expiration date. Agencies shall not issue purchase orders specifying delivery after the vendor list contract expiration date.

GENERAL INFORMATION

SERVICES INCLUDED. Network and Telecommunications Services includes but is not limited to:

- Broadband Ethernet (Layer 2 and Layer 3)
- Digital Subscriber Line (DSL)
- Frame Relay
- Asynchronous Transfer Mode (ATM)
- Integrated Service Digital Network (ISDN)
- Point-to-Point
- Internet Service Provider (ISP)
- Telephone Service Provider (TSP)
- Managed Network Services
- Data Center Services

Services covered by the contract reflect current needs of the State as well as existing service offerings of the vendors.

AWARDED PROPOSALS ONLINE. Parts of the awarded contractor's proposals are available on the SPO website for user agencies information and use in determination of services and ability to obtain quotes. This information is available at: <https://spo.hawaii.gov/network-telecom-services/>

HOW TO USE THIS VENDOR LIST CONTRACT

1. Agency prepares a uniform request for quotations to obtain quotes from at least two vendors. Using agencies may use the attached form, *Uniform Request for Quotes*, or a similar form. Fillable version of the form is available on the SPO site: <https://spo.hawaii.gov/network-telecom-services/>. It is the agencies responsibility to give the vendors a reasonable amount of time to prepare and submit the quote.
Note: Level 3 Communications does not offer any voice products or 911 service under this contract.
2. Vendor responds by due date specified.
3. Agency reviews and evaluates all quotes received. In the event that a vendor fails to respond by the due date specified, document for the procurement file. In the event that a vendor submits a late quote, it is the agencies determination to accept or reject a late quote submittal, document for the procurement file.
4. Agency determines best value based on agency's requirements of individual network deployments. Best value will be determined by price, technical and/or business requirements/service viability, solution design and other pertinent factors determined by the using agency. Such determination shall be in writing.
5. On the selected vendor's *Uniform Request for Quotes*, agency signs to acknowledge acceptance. Agency may inform non-selected vendor(s) as a courtesy.
6. Agency completes ETS Telecommunications Request form (ETS-001, TR form). This form is available on the Office of Enterprise Technology Services website: <https://ets.hawaii.gov/it-governance> . On the TR, field #9 "Description" should include the vendor list contract no (23-03) and field #12 "Vendor" should state the name of the vendor selected. Attach a copy of the signed *Uniform Request for Quotes* to the completed TR.

Submit TR form and *Uniform Request for Quotes* to the Office of Enterprise Technology Services (ETS)/ Network Branch (NB) via interoffice mail or via email to: ETS.NB.TRS@hawaii.gov.

Upon ETS/NB approval, TR and *Uniform Request for Quotes* will automatically be sent to the selected vendor. ETS/NB will return a copy to your Department Telecom Coordinator.

7. Agencies in jurisdictions that do not use form ETS-001 shall follow their normal internal process for approval and requesting service from the vendor.
8. Agency shall keep all quotes received and written determination (of why vendor was selected) in the procurement file in the event of an audit.
9. If agency did not obtain two or more quotes, such written documentation shall be kept in the procurement file.

UNIFORM REQUEST FOR QUOTES

NETWORK AND TELECOMMUNICATIONS SERVICES

SECTION 1 - AGENCY TO COMPLETE:

DATE: _____

VENDORS INVITED TO SUBMIT QUOTES:

DR Fortress, LLC Hawaiian Telcom, Inc. Level 3 Communications, LLC Servpac Inc.

STATE CONTACT INFORMATION:

Department: _____ Division/Agency: _____

Contact Person: _____ Phone: _____ Fax: _____

Email: _____

Address: _____

QUOTE DUE DATE: _____

SCOPE OF SERVICES:

Additional Pages Attached

Submit Quote via: Email Fax US Postal

TERM OF SERVICES: 1 year 3 years 5 years Other: _____

SECTION 2 - VENDOR TO COMPLETE:

VENDOR CONTACT INFORMATION:

Company Name: _____

Company Representative: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Address: _____

QUOTE: \$ _____

+GET \$ _____ (4.5% for Oahu, Hawaii, Kauai, Maui, Lanai, Molokai)

+FEES/SURCHARGES \$ _____ (fees/surcharges are estimated and may be subject to change)

= TOTAL QUOTE \$ _____

ADDITIONAL INFORMATION:

Additional Pages Attached

Quote shall remain firm for _____ days

All quotes shall be signed and dated by an authorized individual of the company.

Signature: _____ Date: _____

Printed Name: _____ Printed Title: _____

SECTION 3 – STATE ACCEPTANCE, if any:

By signing below, the Department/Division/Agency stated in Section 1 above has selected the vendor stated in Section 2 above to provide services under SPO VL Contract No. 23-03.

Signature: _____ Date: _____

Printed Name: _____ Printed Title: _____