



**STATE OF HAWAII**  
**STATE PROCUREMENT OFFICE**

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

September 23, 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 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, Administrator *Bonnie A. Kahakui*

SUBJECT:    **Change No. 4**  
                  SPO Vendor List Contract No. 22-14  
                  **NASPO VALUEPOINT AUTOMOTIVE PARTS**  
                  RFP No. 7219941  
                  **Expires: October 19, 2026**

The following changes are made to the vendor list contract:

1. The contract for Genuine Parts Company dba NAPA Auto Parts is extended to October 19, 2026.
2. School Facilities Authority has been added to the Participating Jurisdictions.
3. The County of Maui's County Surcharge, State GET, Max Pass-On Tax Rate, and Expiration of Surcharge Tax Rate are updated.

The current vendor 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](mailto:matthew.m.chow@hawaii.gov).

## TABLE OF CONTENTS

INFORMATION ON NASPO VALUEPOINT .....	3
PARTICIPATING JURISDICTIONS .....	4
POINTS OF CONTACT. ....	4
USE OF PRICE & VENDOR LIST CONTRACTS BY NONPROFIT ORGANIZATIONS. ....	5
CONTRACTORS. ....	6
VENDOR CODES.....	6
COMPLIANCE PURSUANT TO HRS §103D-310(c).....	6
PURCHASING CARD (pCard). ....	6
PURCHASE ORDERS.....	6
PAYMENTS .....	6
LEASE AGREEMENTS .....	6
STATE GENERAL EXCISE TAX (GET) AND COUNTY SURCHARGE .....	6
COMPLIANCE PURSUANT TO HRS §103-53.....	7
VENDOR AND PRODUCT EVALUATION .....	7
PRICE OR VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET .....	7
CONTRACT INFORMATION .....	8
Shipping.....	8
Manufacturer Warranty.....	8
Return Policy.....	8
Credit Policy.....	8
AGENCY INSTRUCTIONS .....	9
CONTRACTOR INFORMATION.....	10
GENUINE PARTS COMPANY DBA NAPA AUTO PARTS.....	11

**STATE OF HAWAII**  
**STATE PROCUREMENT OFFICE**

**SPO Vendor List Contract No. 22-14**  
Replaces SPO Vendor List Contract No. 17-06  
Includes Change No. 4  
Effective: 09/23/2024

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

**NASPO VALUEPOINT**  
**AUTOMOTIVE PARTS**  
(RFP 7219941)  
**April 14, 2022 to October 19, 2026**

**INFORMATION ON NASPO VALUEPOINT**

The NASPO ValuePoint Cooperative Purchasing Organization is a multi-state contracting consortium of state governments, including local governments, of which the State of Hawaii is a member. NASPO ValuePoint Purchasing Organization seeks to achieve price discounts by combining the requirements of multi-state governmental agencies, and cost-effective and efficient acquisition of quality products and services.

The State of California is the lead agency and contract administrator for the NASPO ValuePoint Automotive Parts. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization and contracts were awarded to three (3) qualified Contractors.

The purpose of this contract is to provide automotive parts in the following categories: air conditioning; alternators and starters; batteries; bearings, ball and roller; belts and hoses; brakes; electrical and ignition; emissions, sensors and exhaust; engine and drive train; filters, oil, gas, air and transmission; gaskets and seals; heating and cooling (engine); lamps, lighting and mirrors; oils, chemicals, fluids and lubricants; pumps fuel and water; suspension, shocks, struts and steering; wipers/washers; winter accessories; general automotive parts; and automotive repair shop supplies, equipment and tools.

For additional information on this contract, visit the NASPO ValuePoint website at <https://www.naspovaluepoint.org/portfolio/automotive-parts/>.



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

Executive Departments/Agencies	City and County of Honolulu (C&C Honolulu)
Department of Education (DOE)	Honolulu City Council
School Facilities Authority (SFA)	Honolulu Board of Water Supply
Hawaii Health Systems Corporation (HHSC)	Honolulu Authority for Rapid Transportation (HART)
Office of Hawaiian Affairs (OHA)	County of Hawaii
University of Hawaii (UH)	Hawaii County Council
Public Charter School Commission and Schools	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 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 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 listed, 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	<a href="mailto:matthew.m.chow@hawaii.gov">matthew.m.chow@hawaii.gov</a>
DOE	Procurement Staff	675-0130	675-0133	<a href="mailto:G-OFS-DOE-Procurement@k12.hi.us">G-OFS-DOE-Procurement@k12.hi.us</a>
SFA	Gaudencia "Cindy" Watarida	430-5531	n/a	<a href="mailto:cindy.watarida@k12.hi.us">cindy.watarida@k12.hi.us</a>
HHSC	Nancy Delima	359-0994	n/a	<a href="mailto:ndelima@hhsc.org">ndelima@hhsc.org</a>
OHA	Christopher Stanley	594-1833	594-1865	<a href="mailto:chriss@oha.org">chriss@oha.org</a>
UH	Karlee Hisashima	956-8687	956-2093	<a href="mailto:karlee@hawaii.edu">karlee@hawaii.edu</a>
Public Charter School Commission and Schools	Danny Vasconcellos	586-3775	586-3776	<a href="mailto:danny.vasconcellos@spcsc.hawaii.gov">danny.vasconcellos@spcsc.hawaii.gov</a>
House	Brian Takeshita	586-6423	586-6401	<a href="mailto:takeshita@capitol.hawaii.gov">takeshita@capitol.hawaii.gov</a>
Senate	Carol Taniguchi	586-6720	586-6719	<a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>

Jurisdiction	Name	Telephone	FAX	E-mail
Judiciary	Tritia Cruz	538-5805	538-5802	<a href="mailto:tritia.l.cruz@courts.hawaii.gov">tritia.l.cruz@courts.hawaii.gov</a>
Honolulu City and County (C&C)	Procurement Specialist	768-5535	768-3299	<a href="mailto:bfs purchasing@honolulu.gov">bfs purchasing@honolulu.gov</a>
Honolulu City Council	Kendall Amazaki, Jr.	768-5084	n/a	<a href="mailto:kamazaki@honolulu.gov">kamazaki@honolulu.gov</a>
Honolulu City Council	Nanette Saito	768-5085	768-5011	<a href="mailto:nsaito@honolulu.gov">nsaito@honolulu.gov</a>
Honolulu Board of Water Supply	Procurement Office	748-5071	n/a	<a href="mailto:fn_procurement@hbws.org">fn_procurement@hbws.org</a>
HART	Dean Matro	768-6246	n/a	<a href="mailto:dean.matro@honolulu.gov">dean.matro@honolulu.gov</a>
County of Hawaii	Diane Nakagawa	961-8440	n/a	<a href="mailto:Diane.Nakagawa@hawaiicounty.gov">Diane.Nakagawa@hawaiicounty.gov</a>
Hawaii County Council	Diane Nakagawa	961-8440	n/a	<a href="mailto:Diane.Nakagawa@hawaiicounty.gov">Diane.Nakagawa@hawaiicounty.gov</a>
County of Hawaii - Department of Water Supply	Ka'iulani L. Matsumoto	961-8050 ext. 224	961-8657	<a href="mailto:kmatsumoto@hawaiidws.org">kmatsumoto@hawaiidws.org</a>
County of Maui	Jared Masuda	463-3816	n/a	<a href="mailto:jared.masuda@co.maui.hi.us">jared.masuda@co.maui.hi.us</a>
Maui County Council	Marlene Rebugio	270-7838	n/a	<a href="mailto:marlene.rebugio@mauicounty.us">marlene.rebugio@mauicounty.us</a>
County of Maui - Department of Water Supply	Kenneth L. Bissen	270-7684	270-7136	<a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@co.maui.hi.us</a>
County of Kauai	Ernest Barreira	241-4295	241-6297	<a href="mailto:ebarreira@kauai.gov">ebarreira@kauai.gov</a>
Kauai County Council	Codie Tabalba	241-4193	241-6349	<a href="mailto:ctabalba@kauai.gov">ctabalba@kauai.gov</a>
County of Kauai - Department of Water	Christine Erorita	245-5409	245-5813	<a href="mailto:cerorita@kauaiwater.org">cerorita@kauaiwater.org</a>

**USE OF PRICE & VENDOR LIST CONTRACTS 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 & vendor lists 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 a SPO price or vendor list contract, the nonprofit must obtain approval from each Contractor, i.e., participation must be mutually agreed upon. A Contractor may choose to deny participation by a nonprofit. Provided, 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 a SPO price or vendor list Contractor(s).

**CONTRACTORS.** The authorized contractors are listed in this vendor list contract. They have signed a Master Agreement with the State of California and a Participating Addendum with the Hawaii State Procurement Office.

Contractor:  
Genuine Parts Company dba NAPA Auto Parts

Master Agreement Number:  
7-21-99-41-02

**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. 22-14. *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, 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 VL CONTRACT NO. 22-14 & applicable NASPO VALUEPOINT MASTER AGREEMENT NUMBER** shall be typed on purchase orders issued against this vendor list contract. For pCard purchases, the SPO Vendor List Contract No. 22-14 and the applicable NASPO ValuePoint Master Agreement Number shall be notated on the appropriate transaction document.

**PAYMENTS** are to be made to the Contractor(s) remittance address. HRS §103-10 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.

**LEASE AGREEMENTS** are not allowed under this contract.

**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
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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>.

**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.

**VENDOR AND PRODUCT EVALUATION** form, SPO-012, for the purpose of addressing concerns on this vendor 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.

## CONTRACT INFORMATION

**Shipping.** All prices offered shall be F.O.B. destination, freight prepaid by the Contractor, to the Purchasing Entity's final receiving point. Responsibility and liability for loss or damage for all orders shall remain with the Contractor until final inspection and acceptance, when all responsibility shall pass to the ordering organization, except the responsibility for latent defects, fraud, and the warranty obligations. All emergency or rush deliveries that require special shipping and handling should be at the ordering entities expense, with prior approval from the Purchasing Entity. Emergency or rush shipping charges shall be added to an invoice as a separate line item. In the event an emergency or rush delivery is required as the result of a Contractor's error; all shipping cost shall be paid by the Contractor.

**Manufacturer Warranty.** Contractor must honor all manufacturers' warranties and guarantees on all products offered as part of the Master Agreement. If a product warranty extends beyond the term of the Master Agreement, the Contractor must agree to provide warranty services throughout the life of the warranty. These parts must be warranted to be free of defective parts and workmanship, provided they are properly installed on the vehicle for which they were intended, for the time and mileage shown in the product literature or catalog. Statement of warranty is to be provided by Contractor with items delivered under this Master Agreement. For all items ordered, warranty begins on the date of delivery.

**Return Policy.** Items purchased under this Master Agreement may be returned at no cost for a full refund if item is unused, in its original packaging and within thirty (30) calendar days of delivery. All returns shall be picked up within seven (7) business days of notification. Notification is defined as notice in writing, by facsimile or email.

**Credit Policy.** The Contractor shall offer a full credit/refund for the following items:

- Items shipped in error
- Defective or freight-damaged items
- Items returned within 30 calendar days of delivery



## AGENCY INSTRUCTIONS

1. Agency shall submit request for orders through the following methods and should use form SPO-010A (Small Purchase Written Quotations):
  - a. Electronic (email)
  - b. Facsimile
  - c. U.S. Mail
  - d. Over-the-counter/Walk-In
  - e. Online (internet)
2. All request for orders shall include:
  - a. The services or supplies being delivered
  - b. A shipping address and other delivery requirements, if any
  - c. A billing address
  - d. Agency contact information
  - e. Pricing consistent with the Master Agreement and may be adjusted by agreement of the agency and Contractor
  - f. A not-to-exceed total for the products or services being ordered
3. If the total order is greater than \$5,000, the personnel conducting or participating in utilizing Vendor List Contract No. 22-14 is responsible to complete form SPO-010, *Record of Procurement*. The completed Form SPO-010 is stored in the agency's procurement/contract file.

**CONTRACTOR INFORMATION**

**GENUINE PARTS COMPANY DBA NAPA AUTO PARTS**  
Master Agreement No. 7-21-99-41-02

NASPO URL: <https://www.naspoaluepoint.org/portfolio/automotive-parts/genuine-parts-company-dba-napa-auto-parts/>

**NAPA Auto Parts**

Don Lachance  
Phone: (678) 934-5057  
Email: [Don\\_Lachance@genpt.com](mailto:Don_Lachance@genpt.com)

**For Questions contact NAPA Auto Parts or its authorized dealers. Payment is made to NAPA Auto Parts or its authorized dealers.**

Over-the-counter/walk-in: The stores will ask the agency and have a specific AR or account number that they use for each State agency account. All are open to participate and approved are listed in the table below The Store will use a Pricing profile #9074 that attaches to the Account, and the agency will receive the contract pricing.

Store Location	Remit To:
FRIENDLY ISLE AUTO PARTS 168 KAMEHAMEHA V HWY KAUNAKAKAI HI 96748 808-553-3229	Friendly Isle Auto Parts and Supplies, Inc. P.O. BOX 1883 Kaunakakai, HI 96748-1883 Vendor Code: 236301-00
HANABUSA'S AUTO PARTS 85-909 FARRINGTON HWY WAIANAE HI 96792-2639 808-696-4231	HANABUSA AUTO PARTS, INC. 85-909 FARRINGTON HWY WAIANAE, HI 96792 Vendor Code: 254366-00
LARRY'S AUTO PARTS, INC 231 SAND ISLAND ACCESS RD HONOLULU HI 96819 808-841-6272	Larry's Auto Parts, Inc. 3562 Waialae Avenue Honolulu, HI 96816 Vendor Code: 003135-00
LARRY'S AUTO PARTS, INC 3562 WAIALAE AVE HONOLULU HI 96816 808-734-2147	Larry's Auto Parts, Inc. 3562 Waialae Avenue Honolulu, HI 96816 Vendor Code: 003135-00
LARRY'S AUTO PARTS, INC 55-510 KAMEHAMEHA HWY LAIE HI 96762-1138 808-293-9395	Larry's Auto Parts, Inc. 3562 Waialae Avenue Honolulu, HI 96816 Vendor Code: 003135-00
LARRY'S AUTO PARTS, INC 6600 KALANIANAOLE HWY HONOLULU HI 96825-1283 808-396-0366	Larry's Auto Parts, Inc. 3562 Waialae Avenue Honolulu, HI 96816 Vendor Code: 003135-00
NAPA AUTO PARTS - AIEA BRANCH 98-025 HEKAHA ST AIEA HI 96701-4913 808-487-0045	Genuine Parts Company Hawaii COJ File 56893 Los Angeles, CA 90074-6893 Vendor Code: 279467-00

NAPA AUTO PARTS - AIRPORT STORE 3165 N NIMITZ HWY HONOLULU HI 96819-1905 808-839-5165	Genuine Parts Company Hawaii COJ File 56893 Los Angeles, CA 90074-6893 Vendor Code: 279467-00
NAPA AUTO PARTS - CAMPBELL BRANCH 91-291 KALAELOA BLVD KAPOLEI HI 96707-1829 808-673-1860	Genuine Parts Company Hawaii COJ File 56893 Los Angeles, CA 90074-6893 Vendor Code: 279467-00
NAPA AUTO PARTS - HART ST. BRANCH 1488 HART ST HONOLULU HI 96817-4909 808-832-6292	Genuine Parts Company Hawaii COJ File 56893 Los Angeles, CA 90074-6893 Vendor Code: 279467-00
NAPA AUTO PARTS - KAILUA BRANCH 115 HEKILI ST KAILUA HI 96734-2804 808-266-1070	Genuine Parts Company Hawaii COJ File 56893 Los Angeles, CA 90074-6893 Vendor Code: 279467-00
NAPA AUTO PARTS - K-BAY BRANCH 46-126 KAHUHIPA ST KANELOHE HI 96744-3809 808-233-1130	Genuine Parts Company Hawaii COJ File 56893 Los Angeles, CA 90074-6893 Vendor Code: 279467-00
NAPA AUTO PARTS - LANAI BRANCH 850 FRASER AVE LANAI CITY HI 96763 808-762-6300	Genuine Parts Company Hawaii COJ File 56893 Los Angeles, CA 90074-6893 Vendor Code: 279467-00
NAPA AUTO PARTS- WAIPAHAU MAIN BRANCH 94-141 LEOWAENA ST WAIPAHAU HI 96797-2226 808-677-3121	Genuine Parts Company Hawaii COJ File 56893 Los Angeles, CA 90074-6893 Vendor Code: 279467-00
PACIFIC SERVICE & DEVELOPMENT CORP 4004 RICE ST LIHUE HI 96766-1438 Vendor Code: 808-245-9561	Pacific Service & Development Corp P.O. Box 1151 Lihue, HI 96766 Vendor Code: 345757-00
PACIFIC SERVICE & DEVELOPMENT INC 3837 HANAPEPE RD HANAPEPE HI 96716 808-335-5035	Pacific Service & Development Corp P.O. Box 1151 Lihue, HI 96766 Vendor Code: 345757-00
PACIFIC SERVICE & DEVELOPMENT INC 980 KIPUNI WAY KAPAA HI 96746-1570 808-823-6211	Pacific Service & Development Corp P.O. Box 1151 Lihue, HI 96766 Vendor Code: 345757-00

PACIFIC SERVICES & DEVELOPMENT 2-2495 KAUMUALII HWY KALAHEO HI 96741-8307 808-332-8532	Pacific Service & Development Corp P.O. Box 1151 Lihue, HI 96766 Vendor Code: 345757-00
PARTS CENTER HAWAII PAHOA 15-2894 PAHOA VILLAGE RD PAHOA HI 96778-7720 Vendor Code: 808-965-3860	Parts Center Hawaii, Inc. 400 East Kawili Street Hilo, HI 96720 Vendor Code: 246380-00
PARTS CENTER HAWAII 64-1019 MAMALAHOA HWY KAMUELA HI 96743-8421 Vendor Code: 808-885-6000	Parts Center Hawaii, Inc. 400 East Kawili Street Hilo, HI 96720 Vendor Code: 246380-00
PARTS CENTER HAWAII 722 KANOELEHUA AVE HILO HI 96720-4518 Vendor Code: 808-961-3445	Parts Center Hawaii, Inc. 400 East Kawili Street Hilo, HI 96720 Vendor Code: 246380-00
PARTS CENTER HAWAII 74-5611 ALAPA ST KAILUA KONA HI 96740-3134 Vendor Code: 808-329-6272	Parts Center Hawaii, Inc. 400 East Kawili Street Hilo, HI 96720 Vendor Code: 246380-00
PARTS CENTER HAWAII 81-6245 MAMALAHOA HWY CAPTAIN COOK HI 96704 Vendor Code: 808-323-2631	Parts Center Hawaii, Inc. 400 East Kawili Street Hilo, HI 96720 Vendor Code: 246380-00
STANDARD MOTORS 285 HUKILIKE ST KAHULUI HI 96732-2961 Vendor Code: 808-877-2427	United Auto Parts, Inc. P.O. Box 548 Kahului, HI 96733 Vendor Code: 029593-00
UNITED AUTO PARTS WAILUKU INDUSTRIAL 261 HOOKAHI ST WAILUKU HI 96793-3411 808-243-2222	United Auto Parts, Inc. P.O. Box 548 Kahului, HI 96733 Vendor Code: 029593-00
UNITED AUTO PARTS 1058 LIMAHANA PL LAHAINA HI 96761-1522 808-661-4461	United Auto Parts, Inc. P.O. Box 548 Kahului, HI 96733 Vendor Code: 029593-00
UNITED AUTO PARTS 1820 WELLS ST WAILUKU HI 96793-2334 808-244-3774	United Auto Parts, Inc. P.O. Box 548 Kahului, HI 96733 Vendor Code: 029593-00

UNITED AUTO PARTS 185 HALEKUAI ST KIHEI HI 96753-8151 808-891-1314	United Auto Parts, Inc. P.O. Box 548 Kahului, HI 96733 Vendor Code: 029593-00
UNITED AUTO PARTS 90 E WAKEA AVE KAHULUI HI 96732-2439 Vendor Code: 808-871-6272	United Auto Parts, Inc. P.O. Box 548 Kahului, HI 96733 Vendor Code: 029593-00
UNITED AUTO PARTS, INC. - KULAMALU 105 OHI'A KU STREET MAKAWAO HI 96768-8838 808-572-7265	United Auto Parts, Inc. P.O. Box 548 Kahului, HI 96733 Vendor Code: 029593-00