

JOSH B. GREEN, M.D.
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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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June 04, 2024

TO: Executive Department/Agencies Honolulu Board of Water Supply
 Department of Education County of Hawaii
 (Excludes Charter Schools) County of Hawaii – Department of Water Supply
 School Facilities Authority County of Maui
 Hawaii Health Systems Corporation Maui County Council
 Office of Hawaiian Affairs County of Maui – Department of Water Supply
 Judiciary County of Kauai
 County of Kauai – Department of Water

FROM: Bonnie Kahakui, Administrator *Bonnie A Kahakui*

SUBJECT: **NEW PRICE LIST**
 SPO Price List 25-04
 INTRASTATE COMMERCIAL CAR RENTAL - STATEWIDE
 RFP No. 24002
 Expires: June 30, 2026

The new price list contract for Intrastate Commercial Car Rental – Statewide is effective July 1, 2024. Reservations for rentals July 1, 2024 and beyond will begin June 6, 2024.

The current price list contract 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 Shannon Ota at (808) 586-0563 or shannon.j.ota@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

**SPO Price List Contract No. 25-04
Effective: July 1, 2024**

ALL SPO PRICE & VENDOR LIST CONTRACTS ARE FOR AUTHORIZED BUSINESS USE ONLY

INTRASTATE COMMERCIAL CAR RENTAL - STATEWIDE

RFP NO. 24002
July 1, 2024 to June 30, 2026

GENERAL INFORMATION. “Rental of cars shall be allowed where it would be impractical to obtain necessary transportation in government owned vehicles or privately owned vehicles on a mileage basis, and where public carriers are not available to the point to be visited.” As stated in HAR Section 3-10-10(d)(1). A cost analysis should be done to determine if the cost and benefits of a car rental outweighs public transportation, taxis, airport, and/or hotel shuttle alternatives. Car rentals should not be used solely on the basis of convenience.

State employees renting a vehicle for government business must rent either EVs or HEVs pursuant to HRS §196-9:

- (A) All agencies, when renting a vehicle on behalf of a state employee in the discharge of official Government business, shall rent a vehicle of one of the following types, listed in order of preference:
 - (i) Electric vehicle; or
 - (ii) Hybrid vehicle;provided further that the vehicle is available and suitable for the specific travel requirements;
- (B) The agency may rent a conventional vehicle only if:
 - (i) An electric vehicle or hybrid vehicle is not suitable; or
 - (ii) Neither an electric vehicle nor a hybrid vehicle is available;
- (C) An agency shall exercise the policy preference for rental of an electric vehicle or hybrid vehicle notwithstanding the potential higher cost associated with renting an electric vehicle or hybrid vehicle; provided that the rental rate for the electric vehicle or hybrid vehicle is comparable to that of a conventional vehicle of similar class; provided further that the cost premium is consistent with any budgetary constraints and not contradicted by an existing state contract with the rental business entity from which the vehicle is rented;

As a reminder this **PRICE LIST IS FOR INTRASTATE CAR RENTALS ONLY.**

PARTICIPATING JURISDICTIONS listed below **are required** to utilize this price list contract to make their reservations for intra-state car rental services.

Executive Department/Agencies	Honolulu Board of Water Supply
Department of Education	County of Hawaii
(Excludes Charter Schools)	County of Hawaii – Department of Water Supply
School Facilities Authority	County of Maui
Hawaii Health Systems Corporation	Maui County Council
Office of Hawaiian Affairs	County of Maui – Department of Water Supply
Judiciary	County of Kauai
	County of Kauai – Department of Water

EXCEPTION TO THE PRICE LIST. The participating jurisdictions are required to purchase from this price list contract. An exception may be granted when the price list contract does not meet the purchasing agency’s needs. For this purpose, Executive Branch Department Heads (or as delegated by the department head) are granted the authority to make the exception approval. This procedure will allow departments to make their own determination when not practicable or advantageous to use the contract vendor(s). All other jurisdictions may create and instruct on their own policy and procedures for exception from this contract.

All approvals shall be made prior to purchase. Purchases made after-the-fact, without prior approval, shall be processed as procurement violations through form SPO Form-016, *Procurement Violation: Report of Findings and Corrective Action and/or Request for After-the-Fact Payment Approval*.

Executive departments and participating jurisdictions may use form SPO-005, *SPO Price or Vendor List Contract Exception* as a template to record and file requests. Form SPO-005 may be edited to meet specific department needs. SPO forms are available on the SPO website at <http://spo.hawaii.gov>. Click on *Forms* on the main menu.

When the price list contract is not used, agencies shall purchase using the applicable method of procurement and its procedures, such as small purchases or IFB.

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	Shannon Ota	586-0563	586-0570	shannon.j.ota@hawaii.gov
DOE (Excludes Charter Schools)	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
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov
Honolulu Board of Water Supply	Procurement Office	748-5071		fn_procurement@hbws.org
County of Hawaii	Diane Nakagawa	961-8440		diane.nakagawa@hawaiicounty.gov
County of Hawaii – Department of Water Supply	Ka’iulani L. Matsumoto	961-8050 ext. 224		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 – Department of Water Supply	Kenneth L. Bissen	270-7864	270-7136	Ken.bissen@co.maui.hi.us
County of Kauai	Ernest W. Barreira	241-4295	241-6297	ebarreira@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 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 list Contractor(s).

CONTRACTOR. The following Contractor is authorized to provide intra-state Commercial Car Rental Services Statewide under SPO PL Contract No. 25-04.

Company Name: Panda Travel, Inc.
Contact: Charmaine Chan
Address: 1017 Kapahulu Ave, Honolulu, HI 96816
Telephone: (808) 738-3312
Hours of Operation: Monday - Friday: 8:00 am to 5:00 pm
Website: <https://hawaiistatecars.com> to make reservations or to check current contract car rental rates

AVAILABILITY AND GUARANTEE. Pursuant to HRS §196-9, Electric Vehicles or Hybrid Electric Vehicles must be selected as first choice provided that the vehicle is available and suitable for specific travel requirements. Subcontractors, Enterprise Rent-A-Car, National Car Rental, and Alamo Rent-A-Car guarantee availability of compact cars Monday through Friday (except State holidays) statewide. All other car sizes are subject to availability when reservations are made.

VEHICLE SIZE. The size of the vehicle shall be determined by the number of people in the group.

Hybrid Electric	1-2 Passengers
Plugin Electric	1-2 Passengers
Economy Car	1-2 Passengers
Compact Car	1-2 Passengers
Intermediate Car	3-4 Passengers
Fullsize Car	3-5 Passengers
Mini Van	7-8 Passengers
Compact SUV	1-2 Passengers
Standard SUV	3-4 Passengers
15-Passenger Van	8 or More Passengers
2 door, 4WD Jeep	As Needed
4 door, 4WD Jeep	As Needed
Fullsize SUV	As Needed
Standard Pickup	As Needed
Fullsize Pickup	As Needed
Premium	As Needed
Luxury	As Needed
Premium SUV	As Needed
Luxury SUV	As Needed
Cargo Van	As Needed
16' Box	As Needed
¾ ton p/up 2wd	As Needed
¾ ton p/up 4wd	As Needed
1 ton p/up 2wd	As Needed
1 ton p/up 4wd	As Needed
High-top Cargo Van	As Needed
14-15' Cutaway	As Needed
12-14' Stakebed	As Needed
15-16' Stakebed	As Needed
HD Cargo Van	As Needed
Mini Cargo Van	As Needed

CAR INSURANCE. No car insurance, such as collision damage waiver, personal accident, personal effects, or supplemental liability shall be purchased by an employee as the State is self-insured. Employees choosing to purchase insurance shall be responsible for the cost.

VEHICLE INSPECTION. Employees are required to inspect vehicle for damages prior to leaving the rental pick up area. Any damages shall be reported to the respective rental agent immediately. A copy of the report, if any, shall be retained with the employee's travel documents for verification, if required.

ACCIDENT CLAIMS for all automobile accidents or incidents involving rental cars shall be reported to the jurisdiction's Risk Management Office.

Jurisdiction	Risk Management Office Phone No.
Executive Branch (including DOE, HHSC, OHA, Judiciary)	586-0547
City & County of Honolulu (Including Honolulu City Council)	768-3858
County of Maui	270-7897
County of Kauai	241-4915
County of Hawaii	961-8068

Enterprise Rent-A-Car, National Car Rental and Alamo Rent-A-Car shall submit claims directly to the Risk Management Office, and not to the jurisdictions employee or authorized driver. If the State/County denies liability on the basis that the employee was not operating the vehicle within the scope of employment at the time of the loss, the Company may handle the matter directly with the employee. Claims for damage to a vehicle may not include administrative fees.

RATES vary by car Rental Company.

Car Size	Enterprise Daily	Enterprise Hourly	Enterprise Weekly	Enterprise Monthly	National Daily	National Hourly	National Weekly	National Monthly	Alamo Daily	Alamo Hourly	Alamo Weekly	Alamo Monthly
Economy	\$76.00	\$20.00	\$456.00	\$1,824.00	\$77.00	\$20.00	\$462.00	\$1,848.00	\$78.00	\$20.00	\$468.00	\$1,872.00
Compact	\$76.00	\$20.00	\$456.00	\$1,824.00	\$77.00	\$20.00	\$462.00	\$1,848.00	\$78.00	\$20.00	\$468.00	\$1,872.00
Intermediate	\$77.00	\$20.00	\$462.00	\$1,848.00	\$78.00	\$20.00	\$468.00	\$1,872.00	\$79.00	\$20.00	\$474.00	\$1,896.00
Fullsize	\$81.00	\$20.00	\$486.00	\$1,944.00	\$82.00	\$20.00	\$492.00	\$1,968.00	\$83.00	\$20.00	\$498.00	\$1,992.00
Mini-Van (7-8 passenger)	\$115.00	\$30.00	\$690.00	\$2,760.00	\$116.00	\$30.00	\$696.00	\$2,784.00	\$117.00	\$30.00	\$702.00	\$2,808.00
Standard SUV	\$110.00	\$30.00	\$660.00	\$2,640.00	\$111.00	\$30.00	\$666.00	\$2,664.00	\$112.00	\$30.00	\$672.00	\$2,688.00
Hybrid Electric Vehicles (HEVs)	\$73.00	\$20.00	\$438.00	\$1,752.00	\$74.00	\$20.00	\$444.00	\$1,776.00	\$75.00	\$20.00	\$450.00	\$1,800.00
Plugin Electric Vehicles (PEVs)	\$71.00	\$20.00	\$426.00	\$1,704.00	\$72.00	\$20.00	\$432.00	\$1,728.00	\$73.00	\$20.00	\$438.00	\$1,752.00
15 Passenger Vans	\$200.00	\$30.00	\$1,200.00	\$4,800.00	\$201.00	\$30.00	\$1,206.00	\$4,824.00	\$201.00	\$30.00	\$1,206.00	\$4,824.00
2 door, 4 WD Jeep	\$150.00	\$30.00	\$900.00	\$3,600.00	\$151.00	\$30.00	\$906.00	\$3,624.00	\$152.00	\$30.00	\$912.00	\$3,648.00
4 door, 4 WD Jeep	\$150.00	\$30.00	\$900.00	\$3,600.00	\$151.00	\$30.00	\$906.00	\$3,624.00	\$152.00	\$30.00	\$912.00	\$3,648.00
Compact SUV	\$110.00	\$30.00	\$660.00	\$2,640.00	\$111.00	\$30.00	\$666.00	\$2,664.00	\$112.00	\$30.00	\$672.00	\$2,688.00
Fullsize SUV	\$160.00	\$30.00	\$960.00	\$3,840.00	\$161.00	\$30.00	\$966.00	\$3,864.00	\$162.00	\$30.00	\$972.00	\$3,888.00
Standard Pickup	\$115.00	\$30.00	\$690.00	\$2,760.00	\$116.00	\$30.00	\$696.00	\$2,784.00	\$117.00	\$30.00	\$702.00	\$2,808.00
Fullsize Pickup	\$115.00	\$30.00	\$690.00	\$2,760.00	\$116.00	\$30.00	\$696.00	\$2,784.00	\$117.00	\$30.00	\$702.00	\$2,808.00
Premium	\$90.00	\$30.00	\$540.00	\$2,160.00	\$91.00	\$30.00	\$546.00	\$2,160.00	\$92.00	\$30.00	\$552.00	\$2,208.00
Luxury	\$110.00	\$30.00	\$660.00	\$2,640.00	\$111.00	\$30.00	\$666.00	\$2,664.00	\$112.00	\$30.00	\$672.00	\$2,688.00
Premium SUV	\$170.00	\$30.00	\$1,020.00	\$4,080.00	\$171.00	\$30.00	\$1,026.00	\$4,104.00	\$172.00	\$30.00	\$1,032.00	\$4,128.00
Luxury SUV	\$170.00	\$30.00	\$1,020.00	\$4,080.00	\$171.00	\$30.00	\$1,026.00	\$4,104.00	\$172.00	\$30.00	\$1,032.00	\$4,128.00
Cargo Van	\$110.00	\$30.00	\$660.00	\$2,640.00	n/a	n/a	n/a	na/	n/a	n/a	n/a	n/a
16' Box	\$190.00	\$30.00	\$1,140.00	\$4,560.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
3/4 ton p/up 2wd	\$125.00	\$30.00	\$750.00	\$3,000.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
3/4 ton p/up 4wd	\$125.00	\$30.00	\$750.00	\$3,000.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
1 ton p/up 2wd	\$130.00	\$30.00	\$780.00	\$3,120.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
1 ton p/up 4wd	\$130.00	\$30.00	\$780.00	\$3,120.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
High-top Cargo Van	\$125.00	\$30.00	\$750.00	\$3,000.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
14-15' Cutaway	\$175.00	\$30.00	\$1,050.00	\$4,200.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
12-14' Stakebed	\$190.00	\$30.00	\$1,140.00	\$4,560.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
15-16' Stakebed	\$190.00	\$30.00	\$1,140.00	\$4,560.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
HD Cargo Van	\$127.00	\$30.00	\$762.00	\$3,048.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Mini Cargo Van	\$110.00	\$30.00	\$660.00	\$2,640.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Drop Charges	\$27.50 + applicable tax/fees (Oahu, Maui, Kauai, Molokai) \$38.50 + applicable tax/fees (Big Island)											
Additional Driver Fee	waived				waived				waived			
Under Age Driver Fee (21-25 years)	waived				waived				waived			
Grace Period	59 minutes	60-119 min	120-179 min	180 min & on	59 minutes	60-119 min	120-179 min	180 min & on	59 minutes	60-119 min	120-179 min	180 min & on
Overtime Charges	No Charge	\$20.00	\$30.00	Day Rate	No Charge	\$20.00	\$30.00	Day Rate	No Charge	\$20.00	\$30.00	Day Rate

INCLUSIONS. All rentals include unlimited mileage, daily rate, state and county taxes, airport concession fees, customer facility charge, highway surcharge, vehicle licensing fees, and one full tank of gas. Vehicles **DO NOT** need to be refueled upon return. If additional fuel is required, to complete authorized business, employees can purchase gas at any retail station and seek reimbursement from the purchasing agency. Alternatively, on multiple day rentals, the vehicle may be returned to the station for a new vehicle with a full tank of gas (reservations are required).

CANCELLATIONS. There are no cancellation penalties, however the contractor reserves the right to impose fees for agencies or drivers who repeatedly do not call and do not show up for their reserved rental. As a courtesy to car rental companies, reservations should be cancelled as soon as possible.

NO SMOKING. Smoking in rental vehicles is prohibited under all circumstances. Should the rental car have a smoke smell or show any signs of smoking (ashes, cigarette butts, etc.) in rental vehicle upon return, a \$100 detailing fee will be charged.

PROCEDURES TO FOLLOW when a car rental is required for intra-state travel. This price list contract is not applicable to out-of-state car rental.

On the Panda State website, <https://hawaiiatacars.com>, renters shall have the choice to make reservations online or by telephone for Enterprise Rent-A-Car, National Car Rental, or Alamo Rent-A-Car.

Online reservations: Access via <https://hawaiiatacars.com> Login or access as a guest to make reservations. Creating a login will allow you to access user information and history. The pCard information is required when making reservations. A Panda Travel booking number will be provided at the time reservations are made. A confirmation number will be sent to the e-mail address provided in the reservation. Requests received after reservation hours will receive a car rental confirmation on the next business day.

Rates: <https://hawaiiatacars.com> is pre-populated with the State’s contracted rates

Phone Reservations: Oahu: (808) 924-5459 (Call Center) - Supervisor Kana Yamamoto
Toll free: (855) 853-2390

Reservation Hours: Monday – Friday 8:00 am to 5:00 pm

Receipt: EAN’s handheld devices will not print out a “zero balance” receipt upon return of the vehicle. The driver will receive a receipt, however it will display the price of the rental rate that was booked. The driver may proceed to the counter to get a copy of the “zero balance” receipt.

The coordinator may also request a “zero balance” receipt from the www.HawaiiStateCars.com webpage. When requesting the receipt they must add in the comment section, “zero balance.” All receipt requests will be sent to the coordinator who submitted the original reservation request. If the receipt needs to be sent to a different person, the new email address needs to be provided in the comment section.

Rental Agreement: A copy of the rental agreement can now be provided via email. The driver will need to provide their email address (preferably their State of Hawaii email address). The driver can still request a printed copy from the team.
The coordinator may also request a copy of the rental agreement via www.HawaiiStateCars.com using the request invoice option and specify in the comment section, “copy of rental agreement.”

Car Company	Enterprise Rent-A-Car	National Car Rental	Alamo Rent-A-Car
Merchant Category Code (MCC)	3405	3393	3387
Corporate Account No.	HAWGOV	5028691	7014899

Special Note: Molokai’s pick up and return location code is **MKK**.

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. 18-07. *No further compliance verification is required prior to issuing pCard payment when utilizing this contract.*

PURCHASING CARD (pCard) is the only acceptable form of payment. The pCard is required when making reservations, however, the pCard will not be charged until the vehicle is returned at the closing of the rental agreement. The pCard charges will reflect amounts paid to the respective car companies; Enterprise Rent-A-Car, National Car Rental, and Alamo Rent-A-Car.

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.