


STATE OF HAWAII
STATE PROCUREMENT OFFICE

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July 9, 2025

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 

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

The State Procurement Office (SPO) Price List No. 25-04 for Intrastate Commercial Car Rental – Statewide effective **immediately**:

1. For minivan or large SUV reservations confirmed before June 30, 2025, a representative from Enterprise, Alamo, or National (EAN) will contact the travel coordinator to offer either an alternative vehicle type or two sedans at the same rate.
2. For future reservations two (2) vehicles may be required to accommodate six or more passengers, or to meet other specific needs.
3. Travel coordinators are NOT required to request an exemption unless specifically instructed by their department.
4. If a driver is not using Enterprise, Alamo, or National, they must have a pCard issued in their name. A SPO-035 form must also be submitted to unblock the pCard. Drivers who do not have a pCard in their name may need to use a personal credit card and request reimbursement.

If you have any questions, please contact Shannon Ota at (808) 586-0563 or shannon.j.ota@hawaii.gov.