



STATE OF HAWAII
STATE PROCUREMENT OFFICE

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<http://spo.hawaii.gov>

May 9, 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. 2**
SPO Vendor List Contract No. 23-12
NASPO VALUEPOINT MAILING EQUIPMENT, SUPPLIES, AND MAINTENANCE
RFP No. BPM003137
Expires: May 14, 2025

The following changes are made to the vendor list contract:

1. The contract is extended to May 14, 2025.
2. The Purchase Order and pCard language is updated.
3. The State General Excise Tax (GET) and County Surcharge table is updated with Maui County's surcharge tax rate of 0.50%.

The current vendor list contract incorporating Change No. 2 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.

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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Vendor List Contract No. 23-12
Replaces SPO VL Contract No. 18-03
Effective: 05/10/2024

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

**NASPO VALUEPOINT
MAILING EQUIPMENT, SUPPLIES AND MAINTENANCE - STATEWIDE**
(NASPO ValuePoint Solicitation No. BPM003137)
January 13, 2023 to May 14, 2025

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, LLC 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 Arizona is the current lead agency and contract administrator for the NASPO ValuePoint Mailing Equipment, Supplies and Maintenance contract. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization, LLC and as a result, there are six executed contracts with qualified Contractors. The State of Hawaii has signed participating addenda with two contractors.

This Mailing Equipment, Supplies and Maintenance contract includes Postage Meter Rental, Mailing Systems, Integrated Postal Scales, Letter Openers, Letter Folders, Inserters, Folder/Inserters, Envelope Addressing System Ink Jet, Tabbers, Pressure Sealing, Pre-sorting Equipment, Extractors, Mailing Furniture, Accessories, Software License and Subscription, Software Integration, Training, Supplies, Design Production, Install Assembly Production, Relocation Services, and Lease/Rental Options.

For additional information on this contract, visit the NASPO ValuePoint website at www.naspovaluepoint.org.



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

Executive Departments/Agencies	City and County of Honolulu (C&C 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

The participating jurisdictions are not required but may purchase from this vendor list contract, and requests for exception from the contract is 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 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).

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		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@spcsc.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	bfspurchasing@honolulu.gov
Honolulu City Council	Kendall Amazaki, Jr. Nanette Saito	768-5084 768-5085	768-5011	kamazaki@honolulu.gov nsaito@honolulu.gov

Jurisdiction	Name	Phone	Fax	E-mail
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
Kauai County Council	Codie Tabalba	241-4193	241-6349	ctabalba@kauai.gov
County of Kauai-Dept of Water	Christine Erorita	245-5470	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 list or vendor list contractor(s).

CONTRACTORS. The following contractors are authorized to provide Mailing Equipment, Supplies and Maintenance for the categories stated. They have signed a Master Agreement with the State of Arizona and a Participating Addendum with the Hawaii State Procurement Office.

<i>Contractor</i>	<i>Master Agreement No. or Contract No.</i>
Quadient, Inc.	CTR058809
Pitney Bowes Inc.	CTR058808

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. 23-12. *No further compliance verification is required prior to issuing a contract, purchase order or pCard payment when utilizing this contract.*

SOFTWARE AGREEMENTS. Software subscription terms and software license terms shall be mutually agreed upon in writing by the Participating Entity and the Contractor. Participating Entity shall check with their legal counsel prior to signing any software agreements.

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/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: pCard payments are not accepted for postage. Vendors may impose a transaction fee, not to exceed 4%, for pCard transactions.

PURCHASE ORDER (PO) may be issued for purchase \$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. 23-12 AND MASTER AGREEMENT NO. CTR058809 (for Quadient) OR MASTER AGREEMENT NO. CTR058808 (for Pitney Bowes) shall be typed on purchase orders issued against this vendor list contract. For pCard purchases with Quadient or Pitney Bowes, the SPO VL Contract No. 23-12 and Master Agreement No. or Contract No. shall be notated on the appropriate transaction document.

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>.

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 (except for postage).

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.

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.

HOW TO USE THIS VENDOR LIST CONTRACT:

- Currently, there are two contractors listed on this vendor list contract. Agency shall obtain written quotes from all vendors in that category. See Vendor Category Chart below.
- Agency shall inform vendor that price quote is in reference to the applicable **NASPO ValuePoint Mailing Equipment, Supplies and Maintenance Master Agreement No. or Contract No. and the State Procurement Office Vendor List Contract No. 23-12.**
- Agency chooses the option that works best for their situation. Personnel utilizing this Vendor List Contract may use the form SPO-010, Record of Procurement, which is available on the SPO website: <http://spo.hawaii.gov>; click on Forms on the SPO homepage.

CONTRACTOR CATEGORY CHART

Category	Quadient	Pitney Bowes
Postage Meter Rental	x	x
Mailing Systems, Ultra Low Volume	x	x
Mailing Systems, Low Volume	x	x
Mailing Systems, Medium Volume	x	x
Mailing Systems, High Volume	x	x
Mailing System, Production	x	x
Integrated Postal Scales	x	x
Letter Openers, Low Volume	x	x
Letter Openers, High Volume	x	x
Letter Folders, Low Volume	x	x
Letter Folders, High Volume	x	x
Inserters, Production	-	x
Folder/Inserters, Low Volume	x	x
Folder/Inserters, Medium Volume	x	x
Folder/Inserters, High Volume	x	x
Folder/Inserters, Production	x	x
Envelope Mail Labeler, Low Volume	-	-
Envelope Mail Labeler, Medium Volume	-	-
Envelope Mail Labeler, High Volume	-	-
Envelope Mail Labeler, Production	-	-
Envelope Addressing System, Low Volume Ink Jet	x	x
Envelope Addressing System, Medium Volume Ink Jet	x	x
Envelope Addressing System, High Volume Ink Jet	x	x
Envelope Addressing System, Production Ink Jet	x	-
Tabbers, Low Volume	x	-
Tabbers, Medium Volume	x	-
Tabbers, High Volume	x	x
Tabbers, Production	-	-
Check Imprinting/Endorsing	-	-
Pressure Sealing, Production	x	-
Bursting Equipment, Production	-	-
Pre-Sorting Equipment, Production	x	-
Extractors	x	-
Mailing Furniture (general)	x	x
Accessories	x	x
Software, License and Subscription	x	x
Software Integration	x	x
Training	x	x
Supplies/Consumables	x	x
Design, Production	x	-
Assembly/Installation, Production	x	x
Equipment Relocation Services	x	-
Equipment Lease	x	x
Equipment Rental	x	x

CONTRACTOR INFORMATION

Quadient, Inc.

Master Agreement No. **CTR058809**

QUADIENT ORDERS*

Quadient, Inc. or Quadient Leasing USA, Inc.
478 Wheelers Farms Rd.
Milford, CT 06461

**Note: Quadient requires Wheelers Farms Road Address to be listed on the Purchase Order also.*

REMITTANCE ADDRESS

Lease Payments (Quadient)

Quadient Leasing USA, Inc.
Dept. 3682
PO Box 123682
Dallas, TX 75312-3682

Quadient Payments

Quadient, Inc.
Dept. 3689
PO Box 123689
Dallas, TX 75312-3689

CONTACT INFORMATION

Contact: Stacey Graham *Phone:* (281) 928-7116
Email: s.graham@quadient.com *Fax:* (832) 553-7337
Website: <https://www.naspoaluepoint.org/portfolio/mailling-equipment-supplies-and-maintenance-2022-2027/quadient-inc/>

AUTHORIZED DEALER (All payments shall be made to Quadient, Inc. or Quadient Leasing USA, Inc. as appropriate)

Dealer Name: Integrated Business Solutions of Hawaii

Dealer Address: 99-1046 Iwaena Street
Aiea, HI 96701

Point of Contact: Mike Murray

Phone: (808) 545-5540

Fax: (808) 853-3101

Email: mike@businessworkshawaii.com

Website: www.businessworkshawaii.com

AWARDED CATEGORIES

- Postage Meter Rental
- Mailing Systems, Ultra low volume
- Mailing Systems, Low volume
- Mailing Systems, Medium volume
- Mailing Systems, High volume
- Mailing Systems, Production
- Integrated Postal Scales
- Letter Openers, Low volume
- Letter Openers, High volume
- Letter Folders, Low volume
- Letter Folders, High volume
- Pressure Sealing, Production
- Folder-Inserters, Low volume
- Folder-Inserters, Medium volume
- Folder-Inserters, High volume
- Folder-Inserters, Production
- Tabbers, Low, Medium, High volume
- Envelope Addressing System, Low volume ink jet
- Envelope Addressing System, Medium ink jet
- Envelope Addressing System, High volume ink jet
- Envelope Addressing System, Production ink jet
- Mailing Furniture
- Accessories, Supplies/Consumables
- Software, License & Subscription
- Software Integration
- Training
- Design, Production
- Assembly/Installation, Production
- Equipment Lease, Equipment Rental
- Equipment Relocation Services
- Pre-Sorting Equipment, Production
- Extractors

BUSINESS ADDRESS

Corporate:
3001 Summer Street
Stamford, CT 06926

REMITTANCE ADDRESS (For Sale, Rental, Supplies, and Services Payments)

Pitney Bowes Inc.
PO Box 981039
Boston, MA 02298-1039

REMITTANCE ADDRESS (For Lease Payments)

Pitney Bowes Global Financial Services LLC
PO Box 981022
Boston, MA 02298-1022

CONTACT INFORMATION

<i>Contact:</i>	Joanne Drummond, Major Account Manager	<i>Phone:</i>	(808) 561-7436
<i>Email:</i>	joanne.drummond@pb.com	<i>Fax:</i>	(203) 460-5516
<i>Contact:</i>	Francie Coffey, Director of Government and Non-Profit Sales, Pac West Region	<i>Phone:</i>	(213) 256-1917
<i>Email:</i>	Francie.coffey@pb.com	<i>Fax:</i>	(203) 460-9181
<i>Website:</i>	http://www.pb.com/State-and-Local-government-Solutions/States/Hawaii.shtml		
<i>NASPO VP Website:</i>	https://www.naspoaluepoint.org/portfolio/mailing-equipment-supplies-and-maintenance-2022-2027/pitney-bowes-inc/		

AWARDED CATEGORIES

- Postage Meter Rental
- Mailing Systems, Ultra low volume
- Mailing Systems, Low volume
- Mailing Systems, Medium volume
- Mailing Systems, High volume
- Mailing Systems, Production
- Integrated Postal Scales
- Letter Openers, Low volume
- Letter Openers, High volume
- Letter Folders, Low volume
- Letter Folders, High volume
- Inserters, Production
- Folder-Inserters, Low volume
- Folder-Inserters, Medium volume
- Folder-Inserters, High volume
- Folder-Inserters, Production
- Tabbers, High volume
- Envelope Addressing System, Low volume ink jet
- Envelope Addressing System, Medium ink jet
- Envelope Addressing System, High volume ink jet
- Mailing Furniture
- Accessories
- Software, License & Subscription
- Software Integration
- Training
- Supplies/Consumables
- Assembly/Installation, Production
- Equipment Lease
- Equipment Rental