NEIL ABERCROMBIE
GOVERNOR

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ADMINISTRATOR

STATE OF HAWAII
STATE PROCUREMENT OFFICE
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March 1, 2013

TO:

Executive Departments/Agencies
Department of Education (DOE)
(Excludes Charter Schools)
Hawaii Health Systems Corporation (HHSC) (Excludes HHSC's Regional System Boards and hospitals)
Office of Hawaiian Affairs (OHA)
University of Hawaii (UH)
House of Representatives (House)
Senate
Judiciary

City & County of Honolulu (C&C of Honolulu)
Honolulu City Council
Honolulu Board of Water Supply
Honolulu Authority for Rapid Transportation (HART)
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

FROM: Aaron S. Fujioka
Administrator

SUBJECT: **New Vendor List Contract**
SPO Vendor List Contract No. 13-21
Interisland Airline Price Agreement
RFP13-003-SW

1. This is a new contract for Interisland Airline Price Agreements.

2. Hawaiian Airlines Inc. and Mesa Airlines (dba go!) are the current vendors in this vendor list contract.

3. Contract is limited to authorized interisland business travel only.

This contract is available on the SPO website: http://hawaii.gov/spo. Click on *Price List and Vendor List Contracts* at the main menu.

If you have any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

STATE OF HAWAII
STATE PROCUREMENT OFFICE

SPO Vendor List Contract No. 13-21

INTERISLAND AIRLINE PRICE AGREEMENT

RFP-13-003-SW
March 1, 2013 – February 28, 2014

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
- Department of Education (DOE) (Excludes Charter Schools)
- Hawaii Health Systems Corporation (HHSC) (Excludes HHSC's Regional System Boards and hospitals)
- Office of Hawaiian Affairs (OHA)
- University of Hawaii (UH)
- House of Representatives (House)
- Senate
- Judiciary
- City & County of Honolulu (C&C of Honolulu)
- Honolulu City Council
- Honolulu Board of Water Supply
- Honolulu Authority for Rapid Transportation (HART)
- 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 is not required. Participating jurisdictions are allowed to purchase from other contractors; however, HRS chapter 103D and the procurement rules will apply to purchases using the applicable procurement method and its procedures, such as small purchases. The decision to use this contract or to solicit pricing from other sources will be at the discretion of the agency.

POINTS OF CONTACT. Questions regarding airline reservations and applicable rules should be directed to the contractor(s).

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Phone	Fax	E-mail
Executive	Bonnie Kahakui	587-4702	586-0570	bonnie.a.kahaku@hawaii.gov
DOE (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	doeprocure@notes.k12.hi.us
UH	Matthew Chow(Primary) Karlee Hisashima	956-2765 956-8687	956-2096 956-2093	chowmatt@hawaii.edu karlee@hawaii.edu
HHSC (Excludes Regional System Boards and Hospitals)	Joe Evanoff	733-4168	733-4460	jevanoff@hhsc.org

Jurisdiction	Name	Phone	Fax	E-mail
House	Brian Takeshita	586-6420	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us
C&C Honolulu	Procurement Specialist	768-5535	768-3299	bfpurchasing@honoulu.gov
Honolulu City Council	Clayton Wong	586-5084	568-5011	cwong@honolulu.gov
Honolulu Board of Water Supply	Vicki Kitajima	748-5151	550-9193	vkitajima@hbws.org
HART	Paula Youngling	768-6241	587-6080	pyoungling@honolulu.gov
County of Hawaii	Jeffrey Dansdill	961-8440	961-8248	jdansdill@co.hawaii.hi.us
County of Hawaii – Department of Water Supply	Ka'iulani L. Matsumoto	961-8231	961-8657	kmatsumoto@hawaiidws.org
County of Maui	Greg King	270-7488	270-7138	greg.king@co.maui.hi.us
Maui County Council	Ross Izumigawa	270-7661	270-7686	ross.izumigawa@mauicounty
County of Kauai	Florence Kakuda	241-4294	241-6297	fkakuda@kauai.gov
Kauai County Council	Ricky Watanabe Nancy Fontanilla	241-4188 241-4812	241-6349 241-6349	rwatanabe@kauai.gov nfontanilla@kauai.gov
County of Kauai-Department of Water	Fay Tateishi	245-5426	245-5813	ftateishi@kauaiwater.org

USE OF VENDOR LIST CONTRACT BY NONPROFIT ORGANIZATIONS. Pursuant to HRS §103D-804, nonprofit organizations with current purchase of service contract(s) (HRS Chapter 103F) have been invited to participate in the SPO price list contracts.

A listing of these nonprofit organizations is available at the SPO website: http://hawaii.gov/spo. Click on *Doing Business with the State > SPO Programs Open to Qualifying Non-Profit Organizations.*

If interested, these nonprofits will contact the vendor to obtain concurrence on their participation.

If a nonprofit wishes to purchase from a SPO vendor list contract, the nonprofit must obtain approval from each vendor, i.e., participation must be mutually agreed upon. A vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a SPO vendor list contract vendor.

VENDOR: The following vendors are authorized to provide interisland airline tickets for authorized travel. See vendor information sheets and quick reference guide for further information.

Hawaiian Airlines, Inc.
Mesa Airlines Inc. dba go!

INSTRUCTIONS:

1. Obtain a fare quote from one or both of the vendors based on the authorized business dates, times, and destination.

    - Executive Branch Agencies (excluding DOE, UH, OHA and HHSC) shall use form SPO-030, Worksheet A, to document airfare quote(s).

    - Airfare quotes on Worksheet A are subsequently transferred to the form SPO-030, Travel Approval Form (TAF) for requesting and approving authority signatures.

2. After travel is approved, make a reservation with the selected vendor. The pCard shall only be used for authorized business travel.

3. Print and retain receipt of airline ticket purchase for Statement of Completed Travel or other final travel documentation.

VENDOR COMPLIANCE. Prior to awarding a contract, the SPO verified compliance of the contractor with all laws governing entities doing business in the State pursuant to HRS §103D-310(c), and SPO will monitor compliance throughout the term of the contract via *Hawaii Compliance Express (HCE)*. Therefore, purchasing agencies are not required to verify vendor compliance prior to pCard payment.

PURCHASING CARD (pCard) is the only acceptable form of payment.

PURCHASE ORDERS are not accepted by the vendors.

VENDOR AND PRODUCT EVALUATION form SPO-012, for the purpose of addressing concerns on this vendor list contract, is available to the agencies at the SPO website: http//hawaii.gov/spo. Click on SPO Forms under the Toolbox/QuickLinks menu.

VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: http://hawaii.gov/spo. Click on "SPO Price List/Vendor List Contracts" at the main menu.

Aaron S. Fujioka
Administrator

HAWAIIAN AIRLINES, INC.

Corporate Website: www.hawaiianair.com/corporate

Corporate Account: Agencies are required to sign up for a corporate account to take advantage of any corporate rates or benefits. Contact Bernie Salvador for more information and application. Agencies with an existing Hawaiian Airlines Corporate account may continue to use their current account numbers.

Reservations – Corporate Desk
Days/Hours of Operation: Daily from 4:00 am to 7:00 pm* (HST)
Telephone Number: 1 (800) 578-5722 (toll free)

*After Corporate Desk Hours, call Hawaiian Airlines General Reservations for assistance with immediate (within 24 hours) travel issues.

Reservations – General
Days/Hours of Operation: Daily 24/hours
Telephone Number: 1 (800) 367-5320 (toll free)

Contact Person: Bernie Salvador
Address: P.O. Box 30008, Honolulu, HI 96820-008
Phone: (808) 838-6742
Fax: (808) 838-6746
E-mail: Bernie.Salvador@HawaiianAir.com

Pricing Options: Corporate web fares via corporate portal, and other applicable web fares including promotional fares are available for use. A special Corporate "X" fares, which is lower than the public web "X", is also available. User must select "Special Corporate Coach II Fare." The "X" fare has last seat availability. Corporate benefits do not apply to any promotional fare.

Additional Services & Benefits. Reservations must be made through the Corporate website or Corporate Desk to take advantage of additional services and benefits.

Baggage Fees (standard size): 1st and 2nd checked bag fees are waived; 3rd checked bag will be assessed a $25.00 fee.

Change Fees: Interisland change fees are waived for flight, date, route, and name changes provided the reservations are made via the Corporate Website or the Corporate Desk. Any applicable fare difference will be collected should the change result in a fare difference. Changes made at the ticket counters are subject to all normal fares rules and fees.

Interisland Refunds: The refund fee is waived for Corporate "X" interisland tickets that are cancelled and a refund is requested at least 90 minutes prior to departure time of the earliest flight on the ticket. If a refund is requested inside of 90 minutes prior to the earliest flight on the ticket, the standard refund fee will apply, which is currently at $25.00 subject to change.

Interisland Standby: Same day standby listing for earlier flights with the same routing is allowed without fee for passengers booked via the Corporate Website/Corporate Desk. Corporate passengers who would like to standby for an earlier flight must advise the agent at the time they present their bags for check-in as bags must be tagged for the flight on which they

wish to standby on. Those requesting to standby for an earlier flight must be listed no less than 30 minutes prior to the desired flight.

Incentive Program: Corporate accounts earn one (1) bonus mile per dollar on tickets purchased through the Corporate website. Miles may only be redeemed and used for future State & County authorized business.

MESA AIRLINES INC., DBA GO!

Corporate Website: http://www.iflygo.com/StateOfHawaii.aspx

Corporate Account: Each participating jurisdiction has been assigned a unique four letter/two number promotional code (i.e. DAGS59, DOEH59) which can be found on the corporate website; http://www.iflygo.com/StateOfHawaii.aspx. Reservations are made by choosing the appropriate jurisdiction then following the prompts for completing the reservations. The reservations site has been preloaded with the applicable fare discount and rules.

Pricing Options: Mesa Airlines, dba go! offers a 10% pre-tax discount off any publicly available fare for State and County travelers, traveling on official business.

Additional Services & Benefits. Reservations must be made through the Corporate website to take advantage of additional services and benefits.

Baggage Fees (standard size): 1st and 2nd checked bag will incur a $17.0; 3rd and subsequent bags will be assessed a $25.00 fee per bag. Baggage fees will be assessed at the time of check in.

Change Fees: Interisland change fees are waived for the first two changes made to any reservation, including name change, date and/or itinerary changes. A $30.00 fee will be assessed from the 3rd change and on. Any applicable fare difference will be collected should the change result in a fare difference. All changes must be called into the Reservations – Call Center.

Reservations – Call Center
Days/Hours of Operation:Daily from 7:00 am to 9:00 pm (HST)
Telephone Number: 1 (888) 435-9462 (toll free)

Cancellations: All reservations are subject to rules applicable to the class in which the fare was purchased. If a cancellation is required, original ticket and confirmation number shall be kept for 12 months. Ticket can be exchanged for a new reservation if booked within the 12 month expiration period or refunded within the 12 month expiration period if original ticket was purchased as a refundable fare.

Priority Boarding: State and County travelers must present a current/valid State of Hawaii or County Employee ID at the time of check in to receive priority boarding.

Interisland Standby: Same day standby listing for earlier flights with the same routing is allowed without fee for passengers booked via the Corporate website. Corporate passengers who would like to standby for an earlier flight must advise the agent at the time they present their bags for check-in as bags must be tagged for the flight on which they wish to standby on.

Incentive Program: Mesa Airlines Inc. dba go! will provide one complimentary segment for every 20 segments flown. Incentives will be awarded accordingly per jurisdiction and may be transferred to any employee, within the jurisdiction, traveling on official business.

Interisland Airline Price Agreement
SPO Vendor List No. 13-21
Quick Reference Guide

Features/Benefits	Hawaiian Airlines Inc.	Mesa Airlines Inc. dba go!
Corporate Website	www.hawaiianair.com/corporate	www.iflygo.com/StateOfHawaii.aspx
Corporate Account	Agencies are required to sign up for a corporate account.	Agencies are assigned a promotional code based on participating jurisdiction.
Reservations Ph. No:	Corporate Desk	Call Center (for changes only)
	1 (800) 578-5722 (toll free)	1 (888) 435-9462 (toll free)
	Daily 4:00am to 7:00pm (HST)	Daily 7:00am to 9:00pm (HST)
Pricing Options	Established corporate web fares, other web fares including promotional fares, corporate 'X" fares. Corporate benefits do not apply to promotional fares.	10% pre-tax discount off any publicly available fare.
Baggage Fees (standard size)	1st and 2nd checked bag fees waived, 3rd checked bag is $25.00.	1st and 2nd checked bag fee is $17.00 each, 3rd bag is $30.00.
Change Fees	Interisland change fees are waived for flight, date, route and name changes provided the reservations are made via the corporate website or corporate desk.	Interisland change fees are waived for the first two changes made to any reservation including name, date and/or itinerary change. A $30.00 fee will be assessed from the 3rd change and on.
	Any fare difference will be collected should the change result in a fare difference.	Any fare difference will be collected should the change result in a fare difference.
Cancellations/Refunds	See Change Fees. Refund fee is waived for Corporate X interisland tickets that are cancelled & a refund request is made at least 90 minutes prior to departure. $25.00 change fee for refund request made inside of 90 minutes prior to flight.	Ticket can be exchanged for a new reservations if booked with the 12 month expiration period or refunded within the 12 month expiration period if original ticket was purchased as a refundable fare.
Priority Boarding	None	Must present current/valid State of Hawaii or County Employee ID at time of check in.
Interisland Standby	Same day standby available at no fee for passengers booked via the corporate site or desk.	Same day standby available at no fee for passengers booked via the corporate site.
Incentive Program	Corporate accounts earn 1 bonus mile per dollar spent on ticket purchased through the corporate web site.	One complimentary segment for every 20 segments flown per jurisdiction.