


UNIVERSITY OF HAWAII AT HILO


Administration
Business Office

MEMORANDUM

Date: November 19, 2010

To: UH Hilo Colleges and Departments

Via: Marie Honda 
Business Office Director

From: Jeff Dansdill 
Contracts, Procurement, and Payment Officer

Re: UPDATE - Fuel Purchasing Procedures

As a follow up to the November 8, 2010 Fuel Purchasing Procedures memorandum distributed last week, the Business Office is providing additional options to assist Colleges and Departments to purchase fuel in accordance with University Policies and Procedures. The Auxiliary Services Department has found the following local fueling stations that will accept a purchase order for fuel*:

1. Duke's Kilauea Shell (1104 Kilauea Avenue, Hilo)
2. Chika Nakano Repair Shop (900 Pookela Street, Hilo)
3. Hawai'i Petroleum / **Fuel card required in addition to PO** (16 Railroad Avenue, Hilo)

* This is not an exhaustive list. Other vendors can be used if they will accept a purchase order.

Colleges and Departments should create monthly requisitions to purchase fuel from these vendors in accordance with APM A8.250, Small Purchases. Purchasers must be cognizant to check fuel prices each time a fuel purchase is made to ensure competitive pricing is obtained.

Those who have turned in their Hawai'i Petroleum cards to the Business Office can contact the Business Office to have the cards returned, or Hawai'i Petroleum to have replacement cards issued. Hawai'i Petroleum will not accept the University's p-card for payment of fuel.

Teri Kubo of our office submitted the list of p-card users to OPRPM for the fuel block to be removed, and will contact the users once the process is complete. If you require the fuel block to be removed, send a request to Teri (terilynk@hawaii.edu) along with approval from the supervisor.

Please note these purchasing methods (p-card and purchase order) are a temporary solution until a new agreement can be executed. If there are any questions, please contact Jeff Dansdill at x47404.

UNIVERSITY OF HAWAII AT HILO

Administration
Business Office

MEMORANDUM

Date: November 8, 2010

To: UH Hilo Colleges and Departments

Via: Marie Honda *MH*
Business Office Director

From: Jeff Dansdill *JD*
Contracts, Procurement, and Payment Officer

Re: Fuel Purchasing Procedures

As a result of the University being exempted from the State of Hawaii Procurement Code effective July 1, 2010 (Act 82, SLH 2010), the University will no longer be participating in any new or renewed State of Hawaii Price Lists. For UH Hilo Colleges and Departments that purchase fuel under Price List 07-20, the price list expired October 26, 2010 without a new contract in place. Therefore, OPRPM is recommending purchasing fuel using Small Purchase (APM A8.250) procedures until a permanent solution is determined.

Since the University no longer has a fuel purchasing agreement with Hawai'i Petroleum, Colleges and Departments are to turn in their fuel cards to the Business Office. At this time, UH Hilo will not be entering into its own purchase agreement with Hawai'i Petroleum, as doing so would violate University purchasing procedures due to the dollar amount of fuel purchased by the Campus.

To assist Colleges and Departments purchase fuel in the interim, the Business Office will be coordinating with OPRPM and First Hawaiian Bank to allow p-card users to purchase fuel using their p-cards. P-card holders can go to any fueling station, but must be cognizant of finding competitive pricing.

P-card holders that need to have the fuel block removed should first discuss it with their supervisor and then email their request, along with the supervisors approval, to Teri Kubo (terilynk@hawaii.edu) by Monday, November 15th. Teri will then email back when the block has been removed. For the p-card log, p-card holders will need to keep all receipts and document the vehicle's license plate number or include a detailed description of why the fuel is being purchased. Fuel purchases are only for the University's vehicles or equipment.

If there are any questions, please contact Jeff Dansdill, UH Hilo Business Office, telephone 974-7404.



OPRPM Circular 11-004

November 1, 2010

MEMORANDUM

TO: Administrative/Fiscal Officers

FROM: Duff Zwald
Director

A handwritten signature in black ink, appearing to read 'Duff Zwald'.

SUBJECT: Use of State Procurement Office Price and Vendor List Contracts

Act 82, SLH 2010, which became effective on July 1, 2010, amended Section 304A-105(b), Hawaii Revised Statutes (HRS), to provide the University with an exemption from most sections of Chapter 103D, HRS (Hawaii Public Procurement Code). This exemption has afforded the University with the opportunity to operate under its own procurement guidelines and procedures until June 30, 2012. As a result, the University's Administrative Procedures for procurement have been revised to reflect this exemption from Chapter 103D.

The enactment of Act 82, SLH 2010, has also removed the University from State Procurement Office (SPO) oversight. Because SPO price lists and vendor list contracts are procured and maintained in accordance with Chapter 103D, HRS, the SPO has determined that the University will no longer be able to utilize SPO price list and vendor list contracts. For transition purposes, the SPO will allow the University's participation in SPO price lists and vendor lists to continue to December 31, 2010, unless a price list or vendor list expires prior to December 31, 2010. An exception to this requirement is SPO Price List No. 10-06, Newspaper Publication of Required Public Notices for which the University's participation is mandated by Section 1-28.5, HRS.

Attached is a listing of SPO price list and vendor list contracts and the corresponding dates for termination of the University's participation. In light of the determination made by the SPO, University departments are advised that they should not utilize any SPO price lists and vendor lists beyond the termination dates set forth in the attachment.

If University departments have a need to procure similar goods and services as those provided in the SPO price lists and vendor lists subsequent to their termination, the provisions set forth in the University's Administrative Procedures for procurement shall be utilized.

If there are any questions, please contact Karlee Hisashima, Office of Procurement and Real Property Management, telephone 956-8687.

Attachment

STATE PROCUREMENT OFFICE (SPO)
PRICE LISTS AND VENDOR LIST
UNIVERSITY TERMINATION DATES

Description	Price List/ Vendor List No.	Termination Date
Letterhead, Envelopes & Business Cards	01-15	12/31/2010
Padded Standard Forms	01-21	12/31/2010
Fujitsu Sonet & Related Equipment	06-07	11/30/2010
WSCA Metered Mail & Equipment	07-11	11/08/2010
WSCA Printing Services	07-26	08/14/2010
Office Supplies – Oahu	07-28	09/27/2010
WSCA Wireless Communication Equipment & Services	08-10	10/09/2010
Internet Portal Manager & Services Provider	08-13	12/31/2010
Telephone Services & Equipment	09-10	12/31/2010
Disposable Polyethylene Bags	10-08	12/31/2010
Ballast – Oahu	09-13	12/31/2010
CDL & Non CDL Drug & Breath Alcohol Testing	07-30	12/27/2010
Copiers and Facsimile Machines	07-19	09/30/2010
Electrical Supplies – Oahu	09-15	12/31/2010
Energy Savings Performance Contracting Services	09-01	11/30/2010
Fluorescent & High Density Discharge Lamps - Oahu	09-14	12/31/2010
Gas Fueling & Credit Card Services – Oahu, Hawaii, Maui & Kauai	07-20	10/26/2010
Bulk Gas/Diesel – Hawaii	09-16	12/31/2010
Bulk Gas/Diesel – Maui	09-17	12/31/2010
Bulk Gas/Diesel – Oahu	09-18	12/31/2010
Bulk Gas/Diesel – Kauai	09-19	12/31/2010
Lumber – Oahu	09-20	12/31/2010
WSCA Small Package Delivery	10-07	12/31/2010
WSCA Data Communications Products/Services	08-02	12/31/2010
WSCA Industrial Supplies	07-09	11/30/2010
WSCA Computer Equipment/Peripherals	10-01	12/31/2010
WSCA Two-Way Radio & Related Equipment	05-13	12/31/2010
Partners in Employment Program (PEP)	02-45	12/31/2010
Real Estate Services	07-33	12/31/2010
WSCA Telephone Based Interpreter Services	10-10	12/31/2010
Plumbing Fixtures & Supplies	E10-18	10/31/2010