

Hawaii First Program

**HAWAII SUPERFERRY
PROSPECTIVE VENDOR INFORMATION AND BASIC CRITERIA**

If you have a great, interesting, fun, price sensitive quality product that you feel would be well liked by our passengers, please review the below information. There are certain requirements that a vendor must meet and depends upon product type.

Our first priority is to use vendors who support the Hawaii community, are based in Hawaii and products that are made in Hawaii.

CATEGORIES:

Mahalo for your interest! The list below reflects the categories Hawaii Superferry is seeking to stock in the retail store with Hawaiian theme and an emphasis on Voyaging:

- Shirts, bags, jackets, hats, pareo's, swim suits, beach shorts for men and women (Currently we do have a logo vendor however are open to viewing non-logo products)
- Spices, jellies, jams, syrups, coffees, candies, cookies, breads, made in Hawaii
- Home Items (Koa frames, candle holders, crafts, calabash bowls, tiles, quilted pot holders, Koa items...)
- Jewelry (costume for kids, teens, adults, earrings, pearls)
- Sundries, magazines, medicinal items, (Sodexho already has a vendor for this)
- Hawaiian cultural books, voyaging books, Kauai Books, Maui Books, etc.
- Kids books, coloring books, etc.

REQUIRED ITEMS FOR ALL VENDORS:

***Sodexho USA is our Provisioning Agent, thus all attached forms and requirements will be audited by Sodexho USA.**

1. Form W9, Taxpayer Identification Number & Certification - completed, signed & dated by vendor (form attached)
2. Blank or sample invoice - provided by the vendor

If vendor is food or food related, additional information required as follows:

3. Proof of Insurance - provided by vendor or the vendor's insurance carrier (varies by product)
4. Indemnity Agreement - completed by vendor (form attached)
5. Proof of Quality Assurance - provided by vendor (if food or food related)

Note: All costs associated with the audit and any necessary re-audits will be the responsibility of the supplier, including any expenses due to cancellation or re-audits.

Inquiries should be sent to the Director of Customer Experience at Lani.Olds@HawaiiSuperferry.com.

In your inquiry, please send a bio of your company, vendor, current locations that stock your item(s), pictures of your item, and cost sheets with minimum order amounts.

Schedule 1 for Indemnity Agreement: Sodexo Insurance Requirements Tool

Please allow time for review and if selected for a showing, it will occur in one of two ways:

Individual Showing – We may invite you to meet
And bring a few samples to show.

Group Showing – In many instances we will organize a showing with many vendors
and within a 5-7 working days make a decision.

Schedule 1 for Indemnity Agreement: Sodexo Insurance Requirements Tool

INSURANCE INDEMNITY MATRIX:

The table below is designed to be a “guideline” to help determine the risk group and category of a vendor.

FOOD

Risk Group	Category	Description	Some Examples*
A	High Risk Food	Potentially Hazardous Food, Requires Temperature Control	Meat, poultry, seafood, produce, dairy, eggs, deli meat, etc.
B	Medium Risk Food	May require temperature control; does require additional processing	Food Distributors (national and regional), commercially processed canned foods, ready-to-eat pizza, refrigerated desserts, pastas, potato products, jams and jellies, etc.
C	Low Risk Food	May not require temperature control or additional processing (“Ready to Eat” or “Shelf-Stable”)	Regional suppliers of non-hazardous foods (bagels, doughnuts, cakes, bread, cookies, danishes), etc.

NON-FOOD

Risk Group	Category	Description	Some Examples*
A	Gas, liquid, powder and solid chemicals, cleaners, etc.	Gas, liquid, powder and solid Chemicals	CO ₂ , sanitizers, caustic and acid cleaners, degreasers, rinse agents, floor cleaners, dish soaps and pesticides (only allowed in Facilities accounts with a PCO)
A	Equipment (if applicable)	See examples	Lawn care, cleaning and power equipment, kitchen use and prep equipment, etc.
B	Non Food Products that contact food	Comes in contact with food products	Doilies, plastic ware, aluminum, cutting boards, scoops, plastic or rubber gloves, etc.
B	Tools and General Hardware Items	Handheld tools	Hammers, screwdrivers, etc.
B	Professional Liability Coverage	Any entity providing professional services	Architects, engineers, etc.
C	Non Food - No Food Contact	No Contact with Food	Marketing displays, tablecloths, tables, chairs, hair nets, etc.

***NOTE: The examples used above are not meant to be all-inclusive. They are types of products that fit within the respective categories and can be used as a guideline.**

GENERAL PROVISIONS:

Please be sure that the following provisions are met:

- Sodexo, Inc. and its subsidiaries must be listed as an additional insured. This wording must appear on the certificate of insurance: **“Sodexo, Inc., its Subsidiaries and assigns are additional insureds”**.

Schedule 1 for Indemnity Agreement: Sodexho Insurance Requirements Tool

2. Sodexho, Inc. must be provided with 30 days prior written notice of cancellation or material change of any insurance coverage prior to the expiration date of the policy.

Level I: Lower Exposure

Category C, amount of business done annually: \$0 to \$500,000

COVERAGE TYPE	COVERAGE AMOUNT
General Liability & Contractual*	\$1M per occurrence
Product/Completed Operations Liability	\$1M per occurrence
Workers Comp (if employees come on client's premises)	Statutory Requirements
Employers Liability	\$1M/ea. accident, \$1M disease policy limit, \$1M disease ea. Employee
Auto (if vehicles deliver to client's or Sodexho premises)	\$1M combined single limit, bodily injury & property damage

Level II: Moderate Exposure

Category B, amount of business done annually: \$0 - \$250,000

Category C, amount of business done annually: \$500,001 - \$1,000,000

COVERAGE TYPE	COVERAGE AMOUNT
General Liability & Contractual*	\$2M per occurrence
Product / Completed Operations Liability	\$2M per occurrence
Workers Comp (if employees come on client's premises)	Statutory Requirements
Employers Liability	\$1M/ea. accident, \$1M disease policy limit, \$1M disease ea. Employee
Auto (if vehicles deliver to client's or Sodexho premises)	\$1M combined single limit, bodily injury & property damage
Professional Liability*	\$2M per occurrence

Level III: Moderate to High Exposure

Category A, amount of business done annually: \$0 to \$500,000

Category B, amount of business done annually: \$250,001 to \$1,000,000

Category C, amount of business done annually: \$1,000,001 to \$5,000,000

COVERAGE TYPE	COVERAGE AMOUNT
General Liability & Contractual*	\$5M per occurrence
Product/Completed Operations Liability	\$5M per occurrence
Workers Comp (if employees come on client's premises)	Statutory Requirements
Employers Liability	\$1M/ea. accident, \$1M disease policy limit, \$1M disease ea. Employee
Auto (if vehicles deliver to client's or Sodexho premises)	\$1M combined single limit, bodily injury & property damage
Professional Liability*	\$5M per occurrence

Level IV: High Exposure

Category A, amount of business done annually: \$500,001+

Category B, amount of business done annually: \$1,000,001+

Category C, amount of business done annually: \$5,000,001+

COVERAGE TYPE	COVERAGE AMOUNT
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Schedule 1 for Indemnity Agreement: Sodexo Insurance Requirements Tool

General Liability & Contractual*	\$10M per occurrence
Product/Completed Operations Liability	\$10M per occurrence
Workers Comp (if employees come on client's premises)	Statutory Requirements
Employers Liability	\$1M/ea. accident, \$1M disease policy limit, \$1M disease ea. Employee
Auto (if vehicles deliver to client's or Sodexo premises)	\$1M combined single limit, bodily injury & property damage
Professional Liability*	\$10M per occurrence

***If applicable.**