

STATE OF HAWAII  
REQUEST FOR SOLE SOURCE

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DHS/BESSD/OB/Central Files  
(Department/Division/Agency)

Pursuant to §103D-306, HRS, and Subchapter 9, Chapter 3-122, HAR, the Department requests sole source approval to purchase the following:

Description of goods, services, or construction:	
Add-on Spacesaver High Density Mobile Filing System. The system consists of:	
A.	Heavy duty commercial uprights, supports and reinforcers. For safety, shelving is designed to fit into the recessed surface of the carriages for firm, positive fastening to the carriage.
B.	One piece load rails of cold drawn structural steel will consist of: <ul style="list-style-type: none"> <li>➤ Tongue and Groove splicing to provide uniform and permanent distribution of heavy loads and precision alignment of the rail.</li> <li>➤ Leveling screws to provide infinite adjustability for precise installations and leveling.</li> <li>➤ Non-shrink 8000 PSI hydraulic polymer grout, (non shims) filled continuously under the entire rail for total rail support.</li> <li>➤ Rail design to distribute wheel point load to a minimum 4 ¼ square inch area at the base for reduced floor loads.</li> </ul>
C.	Mobile Carriages: Standard profile steel carriages will consist of fixture welded, not bolted.

Name of Vendor:		Cost:
Address:	THE SYSTEMCENTER INC. 1738 Silva Street Honolulu, Hawaii 96819	\$101,005.00

Term of Contract:	From:	To:	Prior Sole Source Reference No.:

The goods, services, or construction has the following unique features, characteristics, or capabilities:

The Features and Benefits of the System include:  
Safety features for staff protection that meets the American with Disabilities Act (ADA) requirements, user protection built in, and automatic safety system with no waiting time to enter the opening of the aisles and in-rail anti-tip mechanisms to prevent possible carriage derailment, ensuring stability. The system has rechargeable power override that allows a carriage to be moved in the case of power failure. Unlike other mobile systems, the Spacesaver shelving system is able to meet the precise load bearing requirements by interchanging fixed shelves, shelves with different capacity, etc.

The product is certified for quality assurance in design/development, production, installation and servicing. A 5-year manufacturer warranty on all parts beginning at the completion of the installation. The Systemcenter Inc. will provide on-site training for all users upon completion of the installation.

REQUEST FOR SOLE SOURCE (Cont.)

How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:

See Attachment

The following other possible sources for the goods, services, or construction were investigated but do not meet our needs because:

The Systemcenter Inc. is the only vendor to market the Spacesaver High Density Mobile Filing System in Hawaii.

Direct questions to: Luanne L. Murakami Phone: 587-3325

*I certify that the information provided above is to the best of my knowledge, true, correct and that the goods, services, or construction are available through only one source.*

*Luanne L. Murakami* 9/2/04  
Department Head or Designee Date

Division Administrator  
Title (If other than Department Head)

Chief Procurement Officer's comments:

Payment with a single purchase order is authorized provided a single one time payment is made for the system.

Please ensure adherence to applicable administrative and statutory requirements.

Expenditure may be processed through a purchase order: Yes  No . If no, a contract must be executed and funds certified.

APPROVED  DISAPPROVED

*Adam J. Foyke* 9/16/04  
Chief Procurement Officer Date

## Attachment to Request for Sole Source

**How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:**

To date, the existing system has been expanded twice and currently is near total capacity. The added Spacesaver High Density System will allow the Department's Benefit, Employment and Support Services Division (BESSD) and Social Services Division (SSD) to continue to file, maintain and/or retrieve closed case files.

Currently, the Central Files is located on the second floor of the Kakuhihewa Building in Kapolei. The floor was fortified to be able to maintain the weight load of 125 lbs. per square foot. The High Density Mobile System was initially purchased and installed because of its maximum filing capacity, the mobility of the system which allows for double sided filing, the ability to meet maximum weight requirements, and to allow room for future growth.

Since the initial purchase of the Spacesaver High Density Mobile Filing System, requirements of the BESSD staff have increased as has the number of contract Units who service individuals and families within Oahu Branch. For the past several months, both BESSD and SSD, who share the closed files storage, have had to ask the 33 in-house and contract Units to retain closed case files within their office as the Central Files was near capacity. The Units, for which space is allocated on the basis of staffing and active case retention, are unable to maintain closed case files within the Unit on an extended basis.

We are seeking to maximize case filing capacity within our currently assigned space. This request will increase the BESSD Central Files filing capacity by 35,166 linear inches, bringing the total capacity of the system to 127,789 linear inches, a 37.9% increase to the existing system. At last count, the BESSD Units and Contracted Units were beginning to process the 377 boxes of files closed on or prior to June 30, 2004, which have been held at the Unit. Cases closed since June 30, 2004 is being retained in the Units.