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STATE PROCUREMENT OFFICE NOTICE & REQUEST FOR SOLE SOURCE

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: DLNR / Division of Conservation & Resources Enforcement
Name of Requesting Department

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

1. Describe the goods, services, or construction to be procured.
Fuel for vehicles and vessels.

2. Vendor/Contractor/Service Provider Name: Lanai City Service	3. Amount of Request: \$8,400.00
4. Term of contract (shall not exceed 12 months), if applicable: From: 1 Apr 14 4/17/14 <i>100 4/17/14</i> To: 30 Jun 15 4/16/15 <i>100 4/17/14</i>	5. Prior SPO-001, Sole Source (SS) No.:

6. Describe in detail the following:
a. The unique features, characteristics, or capabilities of the goods, service or construction.
Lanai City Service is the only supplier of fuel for the island of Lanai.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
Fuel is essential to run vehicles and vessels for officers to conduct patrols and respond to situations.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

Verification done by telephone to Lanai office.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

No alternate sources.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information).

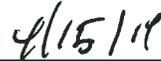
Name	Division/Agency	Phone Number	E-mail Address
Clarence M. Yamamoto*	DLNR/DOCARE	873-3990	clarence.m.yamamoto@hawaii.gov
Con akau 4/29/14	DLNR/DOCARE	873-3990	brooks.h.tamaye@hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.**



Department Head Signature



Date

For Chief Procurement Officer Use Only

Date Notice Posted: 4/24/14

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 4/17/14 to 6/30/15 and is based on the department's representation that Lanai City Service is the only fuel provider on the Island of Lanai. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112 shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file. As a reminder, individual(s) participating in procurement activities are required to be in compliance with Procurement Delegation No. 2010-01 and Amendment 1, and Procurement Circular No. 2010-05, *Statewide Procurement Training*, as appropriate.

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

Approved Disapproved No Action Required



Chief Procurement Officer Signature Date 5/1/14