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**STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE**

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Department of Land and Natural Resources
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.
Combination locks for door access to the A-frame cabins at the Hapuna Beach State Recreation Area. Services to prepare these locks for our use to be done by Kona Locksmith Inc. as they are the only locksmith in Hawaii that can key these locks to the island wide key system we have instituted.

2. Vendor/Contractor/Service Provider Name: Kona Locksmith Inc.	3. Amount of Request: \$7,861.90
4. Term of contract (shall not exceed 12 months), if applicable: From: 14-Jul-14 To: 13-Jul-15	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.
Kona Locksmith Inc. is the only provider for the key system that we have instituted on Hawaii Island. No other locksmith in Hawaii is able to duplicate this particular cylinder or key combination. Having the combination locks as entry to the cabins, restrooms and dining hall, allows us to free up time which our caretakers would otherwise have to man the check-in office during the check-in period. Utilizing these combination locks gives flexibility for those checking-in and for our staff to be able to do other aspects of their work and check on the cabin users in a more time efficient manner. It also allows for after hour check-ins which had been a problem in the past. This also provides better security and control over the keys issued to our staff and necessary agencies such as police, fire and emergency personnel. There have been instances where unauthorized duplication of keys has created security issues at our parks.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
The Trilogy combination locks we are seeking to purchase are superior to the locks we have tried in the past. The metal construction of their keypad is one of the key components for the longevity of service, as this has broken down in other locks we have tried. Locks from Home Depot have not lasted more than 8-10 months. The Trilogy locks store up to 100 3-5 digit codes, 1 master code, 10 manager codes and 3 one-time service codes. This allows us to have each of the six caretakers who program the locks daily, to each have their own code. The Trilogy locks are weatherproof and are designed to withstand the climactic challenges we face in our parks. Another key essential function with the Trilogy locks is that they are able to be keyed to our key system, which again only Kona Locksmith is able to do. This allows our staff not to have to carry an additional key and should an emergency arise, the police, fire and other emergency services will have access to the cabins using their keys.

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.

Check was made with the manufacturer of the key system to confirm that there were no other locksmiths in Hawaii that were able to duplicate the particular keyway. Kona Locksmith has purchased the rights in this region of the world to be the exclusive supplier for this key way system.

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.

Internet vendors were not able to provide the immediate services needed at the cost Kona Locksmith Inc. can provide. Emergency key duplication and replacement of locks were not feasible with out of State vendors. Off island vendors would not be able to respond in a timely manner and shipping costs for replacement items or parts would be cost prohibitive.

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
<i>Dean H. Takebayashi*</i>	<i>DLNR/State parks</i>	<i>808-961-9540</i>	<i>Dean.H.Takebayashi@hawaii.gov</i>

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.***

 _____ 7/7/14
 Department Head Signature Date

For Chief Procurement Officer Use Only

Date Notice Posted: 7/10/2014

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:

Request is returned with no action required as department has decided to withdraw their request for sole source. If there are any questions, please contact Stanton Mato at 586-0566, or stanton.d.mato@hawaii.gov.

Approved

Disapproved

No Action Required

FOR
Stanton Mato
Chief Procurement Officer Signature

7/11/14
Date