



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

14 JUL -9 10:46
ADMINISTRATION
PROCUREMENT
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Lisa Hadway, Administrator, DLNR-DOFAW
Name of Requesting Department

[Handwritten signature]

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.
Repair and maintenance services on Polaris UTVs equipment. Includes purchasing of parts, accessories and other products specifically designed and manufactured by Polaris for use on Polaris equipment

Table with 2 columns and 2 rows containing vendor name (Montgomery Powersports), amount (\$15,000.00), contract term (Aug-14 to Aug-15), and prior SPO number (None).

6. Describe in detail the following:
a. The unique features, characteristics, or capabilities of the goods, service or construction.
Montgomery Powersports is the only dealer on Oahu that is authorized by Polaris to sell, repair and service John Deere products. See attached document
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
DOFAW has on inventory one Polaris UTV. Purchase of two additional Polaris UTVs have been approved, and are enroute to the Oahu Branch Baseyard. These UTVs require periodic scheduled maintenance, repairs and servicing. These machines are essential to operations and maintenace activities. They are used to maintain roads, trails, public use facilities, create and maintain habitat for game and non-game species. All of these activities serve and major functions for DOFAW mandate to protect and manage public land resources.

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

~~needs, services or construction~~
Contacted Ploaris Industries, who informed DOFAW that Montgomery Powersports is the only authorized dealer on Oahu. The letter is attached for reference

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.

Use of unauthorized dealers voids all warranties on Polaris equipment. Polaris Industries also recommends that authorized dealers fix, maintain, and service vehicles with authorized Polaris parts, fluids and other accessories.

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
Jaosn Misaki <i>JM</i>	Forestry and Wildlife	973-9786	Jason.C.Misaki@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

7/8/14

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 7/24/14

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:

The request is returned without action required as the department has determined that they can utilize HAR 3-122-81 Sole Source #6, HAR 3-120 Exhibit A #12 and the appropriate method of procurement for the repair, maintenance services, parts, and accessories for their Polaris UTV. The department is advised to review Procurement Circulars 12-04 and 12-05 on small purchase procedures and HAR 3-122 subchapter 8 and HAR 3-131-2, Parceling. Pursuant to HRS section 103D-310(c) and HAR section 3-122-112, the procuring officer shall verify compliance (i.e. vendor is required to be compliant on the Hawaii Compliance Express) for all contracts awarded, 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 into the procurement/contract file.

If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

Approved Disapproved No Action Required



Chief Procurement Officer Signature Date 8.22.14