



**STATE PROCUREMENT OFFICE**  
**NOTICE & REQUEST FOR SOLE SOURCE** APR 27 P2 50

ADMINISTRATOR  
 STATE PROCUREMENT OFFICE  
 STATE OF HAWAII

TO: Chief Procurement Officer  
 FROM: Lisa Hadway, Administrator, DLNR- Forestry and Wildlife  
 Name of Requesting Department

*DAS [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 Kubota tractors. Includes purchasing of parts, accessories and other products specifically designed and manufactured by Kubota for use on Kubota Equipment.

2. Vendor/Contractor/Service Provider Name: Bacon-Universal Company, Inc	3. Amount of Request: \$75,000.00
4. Term of contract (shall not exceed 12 months), if applicable:  From: <u>5/1/2015</u> <i>5/11/2015</i> To: <u>5/1/2016</u> <i>5/10/2016</i>	5. Prior SPO-001, Sole Source (SS) No.:  SS14-064W

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.  
 Bacon-Universal Company, Inc. is the only dealer on Oahu that is authorized by Kubota to sell, repair and service Kubota 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: 4 Kubota Tractors, that require periodic maintenance, repairs and servicing. These machines are essential to operations and maintenance 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 major functions for DOFAWs mandate to protect and manage public land resources. An increase in service/maintenance and repair costs may be increased in 2016--two (2) additional tractors were acquired in FY 2015

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

~~needed services or construction~~  
Contacted Bacon Universal, for information on the status of their authorization to be an exclusive dealer, they referred us to Kubota, Western Division, which confirmed that Bacon Universal was the only authorized dealer on Oahu. A signed letter from Kubota is attached

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.

Other companies that were contacted (Amercian Machinery, Hawthorne Pacific) said they could not service Kubota Equipment because they were not authorized Kubota Dealers.

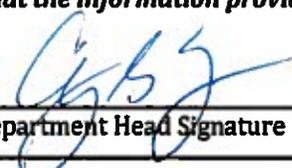
9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

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

Name	Division/Agency	Phone Number	E-mail Address
Jason Misaki	Forestry and Wildlife	808-973-9786	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

4/24/15  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 4/29/15

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:**

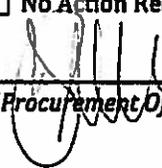
Sole Source approval is granted to use Bacon-Universal for the period of 5/11/2015 to 5/10/2016 for only the Kubota equipment under warranty. Approval is based on the department's representation that Bacon-Universal Company, Inc. is Kubota Tractor Corporation's only authorized dealer for the State of Hawaii. The department shall use the appropriate procurement method for the equipment not under warranty. 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 provide proof of compliance and may use the Hawaii Compliance Express) and the award is required to be posted on the Awards Reporting System. Copies of compliance and the awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

Approved

Disapproved

No Action Required

  
\_\_\_\_\_  
Chief Procurement Officer Signature

5/26/15  
Date