



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

APR 27 P2 50

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

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

*DES Jim Hadway*

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, maintenance, and service on Bobcat equipment. Includes purchasing/rental parts, attachments and other products specifically designed and manufactured by Bobcat for service and maintenance.

2. Vendor/Contractor/Service Provider Name: Hertz Equipment Rental, Inc.	3. Amount of Request: \$60,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>1-May-15</u> To: <u>1-May-16</u> <i>April 30, 2016 thru 5/6/2016</i>	5. Prior SPO-001, Sole Source (SS) No.: 014 SS13041Sal (amendment)

6. Describe in detail the following:  
a. The unique features, characteristics, or capabilities of the goods, service or construction.  
Hertz Equipment Company, Inc.. is the only dealer on Oahu that is authorized by Bobcat to sell, repair, rent and service Bobcat 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 a Bobcat Track Loader on inventory. This machine requires periodic maintenance, repairs and servicing. Rental of various attachments are also an essential part of the machines functionality. The machine and its attachments are used to maintain roads, trails, public use facilities, create and maintain habitat for game and non-game wildlife species. All these activities are essential to DOFAW's operations in management and protection of public land and its resources.

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~~  
 Bobcat website was visited to obtain list of all authorized dealers on Oahu. Only Hertz Equipment Company was listed. Called Hertz, and they informed us they were the only authorized dealer. Received letter from Bobcat confirming status (see attached letter).

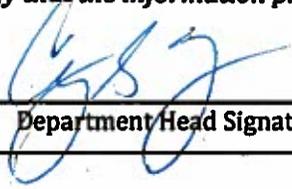
8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.  
 Explored Bobcat website for other authorized dealers. The only authorized dealer listed was Hertz Equipment Company, Kapolei

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: 04/29/2015

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 based on the department's representation that Hertz Equipment Rental Corporation is the only authorized Bobcat dealer for all Bobcat products for sales, services, and parts for the State of Hawaii. This approval is for the period 5/1/2015 to 4/30/2016. 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.

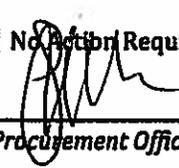
The department is also reminded that individual(s) participating in procurement activities must be in compliance with Procurement Delegation No. 2010-01 and Amendment 1, and Procurement Circular No. 2010-05, Statewide Procurement Training, as appropriate. SPO does not have a record of attendance at the appropriate mandatory procurement training for the individual named in no. 9. Workshop #127 is available on-line at: <http://spo.hawaii.gov/for-state-county-personnel/training/on-demand-training/>.

If there are any questions, please contact Stacey Kauleinamoku at 586-0571, or [stacey.l.kauleinamoku@hawaii.gov](mailto:stacey.l.kauleinamoku@hawaii.gov).

Approved

Disapproved

No Action Required

  
Chief Procurement Officer Signature

Date

5/13/15