

SEP 11 2015



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

15 SEP 22 A10:49

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Transportation/Highways/MTRB
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.
Monthly service of ~~Natural gas~~ ^{Propane} to the Materials Testing & Research Branch in order to provide gas for chemistry laboratory and water heater.

2. Vendor/Contractor/Service Provider Name: Hawai'i Gas	3. Amount of Request: \$8,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>7/1/2015</u> <u>9/22/15</u> <u>OK</u> To: <u>6/30/2016</u> <u>9/21/16</u>	5. Prior SPO-001, Sole Source (SS) No.: <u>SS15-012B</u>

6. Describe in detail the following:
a. The unique features, characteristics, or capabilities of the goods, service or construction.
Hawai'i Gas is the only provider for on-site delivery for horizontal cylinders on Oahu.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
Without the use of ~~natural gas~~ ^{Propane} the chemist will not be able to perform his testing required for the lab.

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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.

Several vendors were called and none were able to provide ~~natural gas~~ ^{Propane} to our job site.

2530 Likelike Highway
Honolulu, HI 96819

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.

None

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
Faith Keene	Highways/MTRB	808 832-3404	faith.f.keene@hawaii.gov
Gerald Pang *	Highways/MTRB	808 832-3405 x110	gerald.pang@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

7.18.15

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 9/25/15

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:

Approval is granted for the period 9/22/2015 to 9/21/2016 and is based on the department's representation that Hawai'i Gas is the only provider that can deliver propane gas to the bulk tank located at the Materials Testing & Research Branch facility.

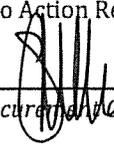
This approval is for the solicitation process only. HRS section 103D-310(c) and HAR section 3-122-112 shall apply (i.e., vendor is required to provide proof of compliance and may use the Hawaii Compliance Express) and the award is required to be posted on the Awards Reporting System. Copies of compliance and the awards posting are required to be documented in the procurement/ contract file.

If there are any questions, please contact Carey Ann Sasaki at 586-0575, or careyann.r.sasaki@hawaii.gov.

Approved

Disapproved

No Action Required


Chief Procurement Officer Signature

10/26/15
Date