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By State Procurement Office at 10:28 am, Mar 10, 2016

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



TO: Chief Procurement Officer  
FROM: Transportation/Airports Division  
*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.  
Factory authorized parts, service and warranty work for Aircraft Rescue and Fire Fighting (ARFF) Trucks for the Airports Division.

2. Vendor/Contractor/Service Provider Name: Burton's Fire Inc.	3. Amount of Request: \$500,000.00
4. Term of contract (shall not exceed 12 months), if applicable: 10-Mar-16 <i>see 3/15/16</i> From: <del>29-Feb-16</del>	5. Prior SPO-001, Sole Source (SS) No.: 09-Mar-17 <i>see 3/15/16</i> To: <del>28-Feb-17</del> <del>SS13-0615</del> <i>SS14-059D</i> <i>see 4/24/16</i>

6. Describe in detail the following:  
a. The unique features, characteristics, or capabilities of the goods, service or construction.  
The parts and service are unique to this type of vehicle.  
  
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department  
The parts and service are essential to keep the ARFF vehicles in working condition. ARFF vehicles must be available to respond at all times in the event of a fire or other emergency involving aircraft at State Airports. It is also important that personnel are able to train with the vehicles so they are prepared for contingencies.

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.

Burton's Fire Inc is the only authorized vendor for spare parts and service on Oshkosh ARFF vehicles in Hawaii.

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.

There are no other sources.

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
Martinez Jacobs <i>M. Jacobs</i>	Airports/Operations	838-8702	<i>martinez.jacobs@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.*

*[Signature]*  
\_\_\_\_\_  
Department Head Signature

*3/9/16*  
\_\_\_\_\_  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 3/11/2016

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 from 3/10/2016 to 3/9/2017 and is based on the department's representation that the parts, service and warranty work for its Aircraft Rescue and Fire Fighting (ARFF) trucks may only be purchased through Burton's Fire Inc. 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 the compliance and the awards posting are required to be documented in the procurement/contract file.

Department is also reminded that sole source contracts in excess of \$100,000 require certified cost or pricing data pursuant to HAR Chapter 3-122, subchapter 15 and are required to be documented in 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      4/14/16