



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

Received by
State Procurement Office
05/04/2016

TO: Chief Procurement Officer

FROM: DLNR / DOCARE, Thomas Friel, Enforcement Chief

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.

Fuel for vehicles and vessels.

2. Vendor/Contractor/Service Provider Name:

Lanai City Service

3. Amount of Request:

\$8,400.00

4. Term of contract (shall not exceed 12 months), if applicable:

From: 1-Jul-16

To: 30-Jun-17

5. Prior SPO-001, Sole Source (SS) No.:

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

Lanai City Service is the only supplier of fuel for the island of Lanai.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department

Fuel is essential to run vehicles and vessels for officers to conduct patrols and respond to situations.

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.

Verification done by telephone to Lanai office.

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.

No alternate 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).

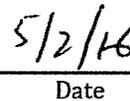
Name	Division/Agency	Phone Number	E-mail Address
Clarence M. Yamamoto*	DLNR/DOCARE	873-3990	clarence.m.yamamoto@hawaii.gov
Brooks Tamaye	DLNR/DOCARE	873-3990	brooks.h.tamaye@hawaii.gov

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



Date

For Chief Procurement Officer Use Only

Date Notice Posted: 5/4/2016

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:

Request is returned with no action required. The department will continue to purchase their gasoline from Lanai City Service, however, HRS chapter 103D and the procurement rules apply to purchases using the applicable procurement method and its procedures, such as small purchases. When the department's expenditure reaches \$15,000 or more annually, the department shall submit a Notice and Request for Sole Source to the State Procurement Office.

If there are any questions, please contact Stanton Mato at 586-0566, or email stanton.d.mato@hawaii.gov.

Approved Disapproved No Action Required

for Mato 5/9/16
Chief Procurement Officer Signature Date