



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

Received by
State Procurement Office
07/18/2016

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 propane gas to the Materials Testing and Research Branch is necessary to provide propane gas to the Chemistry Laboratory to perform testing requirements.

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: 9/22/2016 To: 9/21/2017	5. Prior SPO-001, Sole Source (SS) No.: SS16-013C

6. Describe in detail the following:
a. The unique features, characteristics, or capabilities of the goods, service or construction.
Our propane tank is owned by the Gas Company and there is a monthly rental charge. Monthly bulk tank refill is through Hawai'i Gas.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
Without the use of propane gas the Chemist will not be able to perform his testing required for the lab.

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.

Hawai'i Gas is the only provider for that can deliver propane gas to the bulk tank located at 2530 Likelike Highway.

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

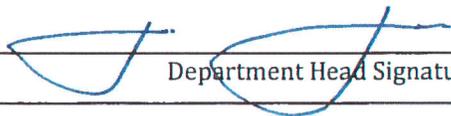
9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*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

7.15.16

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 7/19/2016

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 as the department has decided to withdraw their request for sole source.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

Approved Disapproved No Action Required

Mara Sand
for Chief Procurement Officer Signature Date 7/28/16