

STATE OF HAWAII
NOTICE OF SOLE SOURCE

The Chief Procurement Officer is in the process of reviewing the request from the Department of Health/Disability and Communication Access Board for the sole source purchase of the following goods, services, or construction:

Use of the Hawaii Convention Center for the Tools for Life 2006 Expo and Workshops.

Vendor: Hawaii Convention Center

Address: 1801 Kalakaua Avenue
Honolulu, HI 96815

Term of Contract: From: May 1, 2005 To: June 10, 2006 | **Cost:** \$16,000
or when contract is signed event completion | \$20,000 with audio visual or rental

Direct any inquiries to:

Department: Health

Contact Name/Title: Francine Wai, Executive Director

Address: 919 Ala Moana Blvd., Room 101
Honolulu, HI 96814

Phone Number: 586-8121

Fax Number: 586-8129

A copy of this notice of sole source shall be posted by the Chief Procurement Officer and the purchasing agency in an area accessible to the public, at least seven calendar days prior to any approval action.

Submit written objections to this notice to issue a sole source contract within seven calendar days from the date this notice was posted to:

Chief Procurement Officer
Office/Agency DAGS, State Procurement Office
Address P.O. Box 119
Honolulu, HI 96810

Date Notice Posted: 04/21/05

SS Number: 05-67-C

STATE OF HAWAII
REQUEST FOR SOLE SOURCE

'05 APR 20 18:05

TO: Chief Procurement Officer

FROM: Health/Disability and Communication Access Board
(Department/Division/Agency)

Pursuant to § 103D-306, HRS, and Subchapter 9, Chapter 3-122, HAR, the Department requests sole source approval to purchase the following:

Description of goods, services, or construction:

Use of the Hawaii Convention Center for the Tools for Life 2006 Expo and Workshops.

Name of Vendor: Hawaii Convention Center	Cost:
Address: 1801 Kalakaua Avenue Honolulu, HI 96815	\$16,000 \$20,000 with audio visual rental

Term of Contract: <i>Upon CPO Approval</i>	From: May 1, 2005 or when contract is signed	To: June 10, 2006 event completion	Prior Sole Source Reference No:
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The goods, services, or construction has the following unique features, characteristics, or capabilities:

See attachment

How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:

See attachment

The following other possible sources for the goods, services, or construction were investigated but do not meet our needs because:

See attachment

Direct Questions To: Francine Wai

Phone: 586-8121

I certify that the information provided above is to the best of my knowledge, true, correct and that the goods, services, or construction are available through only one source.



APR 19 2005

Department/Agency Head

Date

Title (If other than Department/Agency Head)

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative and statutory requirements.

Expenditure may be processed through a purchase order: Yes No If no, a contract must be executed and funds certified.

Approved

Denied

Chief Procurement Officer

Date

ATTACHMENT

Justification for Sole Source Purchase
Hawaii Convention Center
Disability and Communication Access Board

The Disability and Communication Access Board is requesting a sole source purchase from the Hawaii Convention Center for use of the facility on June 9–10, 2006 for the 'Tools for Life' Expo and Workshop.

'Tools for Life' Expo was last held on July 9–10, 2004 at the Blaisdell Exhibition Hall, as were the previous three events. There were 104 exhibits and seven workshops.

The 2006 Tools for Life will have 125-150 exhibits (targeted) plus fifteen workshops.

The Hawaii Convention Center is the only viable location for the event for the following reasons:

- (1) The Expo requires a hall which can accommodate vehicles. None of the hotels can offer vehicle space for TheBus and other adapted vans. The only two venues which can accommodate the number of booths in one location, including large vehicles, are the Hawaii Convention Center and the Blaisdell Exhibition Hall.
- (2) The 2006 Expo will require approximately 15 meeting rooms for workshops. In 2006 the Expo will expand and will be held in conjunction with the Caregivers Conference and the AARP and Executive Office on Aging. The Blaisdell Exhibition Hall can only provide 7 rooms. In addition, they are booked throughout all of 2006 for a Friday-Saturday event.

In 2004, we purposefully limited the workshops to fit the location because we did not consider the Hawaii Convention Center due to the high cost. However, the Hawaii Convention Center will offer a 50% discounted rate to us as a government entity.

Thus, the Convention Center is the only location that will accommodate the number of workshop rooms in addition to an Exhibit Hall that will allow large vehicles on display.

Note: A contract can be signed 13 months in advance of the event (May 1, 2005). With sole source approval we will proceed with confirmation and purchase order for a deposit.

Francine Wai
Executive Director
Disability and Communication Access Board

April 12, 2005