

STATE OF HAWAII
REQUEST FOR SOLE SOURCE

03 OCT 17 A10:

TO: Chief Procurement Officer

STATE PROCUREMENT OFFICE
STATE OF HAWAII

FROM: Department of Human Services--Benefit, Employment & Support Services Division
(Department/Division/Agency) (BESSD)--Administration

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:

Reconfiguration of existing Herman-Miller Modular System Panels/components for the Administration in Haseko Building, Room 606 and 615

Installation of additional modular components for BESSD staff.

Design services for reconfiguration and installation.

Purchase of additional modular components for existing Herman Miller Modular System panels for five (5) additional BESSD staff.

Name of Vendor:	Office Pavilion/Contract Furnishers of Hawaii	Cost: \$50,000
Address:	1600 Kapiolani Blvd., 17th Floor Honolulu, Hawaii 96814	\$30,000 for purchase \$20,000 for reconfig., etc.)

Term of Contract:	From: December 2003	To: April 2004	Prior Sole Source Reference Number:
			99-89-R

The goods, services, or construction has the following unique features, characteristics, or capabilities:

The existing Herman Miller Modular System panels/components have a unique feature which is sized according to nominal dimensions. A product that is sized in actual dimensions will be too large for the interior dimensions created by the existing panels.

This Company originally provided the existing modular components and can provide the additional components for needed workstation reconfiguration. It has been providing the manufacturer-certified services to maintain lifetime warranty on Herman Miller Office System products in BESSD.

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

Purchase of additional modular components for existing modular system panels will enable BESSD Administration to relocate program specialists and project staff into room 615 and reconfigure the program area to receive program administrators and staff in a "reception area" that has adequate seating space. The reconfigured workstations will facilitate the space needs of the Food Stamps, Employment and Training, Child Care, Electronic Benefit Transfer, Head Start, and Pre-plus program staff.

At least five (5) positions are being relocated to Room 615 and the program area in Room 606 is being reconfigured to accommodate the needs of the remaining staff. Additional components may be required to adequately reconfigure the "reception and clerical" area and the program staff areas which would include four HAWI test stations.

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

Direct Questions To: Conroy Chow 10/2/03
BESSD/AMS Administrator

Phone: 586-7255

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.



Department/Agency Head

OCT 15 2003
Date

Director

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

William B. Allen 10/28/03
Chief Procurement Officer Date