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# STATE PROCUREMENT OFFICE NOTICE & REQUEST FOR SOLE SOURCE

- 1. TO: Chief Procurement Officer
- 2. FROM: DHS/SSD/CWSB/SCWSS/Child Welfare Intake Unit 2  
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:

3. Description of goods, services, or construction:  
 The Child Welfare Intake Unit 2 (CWI2) will be relocating to new office space. The unit presently has Knoll modulars. This request is to purchase additional modular furniture and accessories which is required in the recondifuration of the unit modulars in the new space. New modulars and accessories are necessary to complete the buildout of seven (7) new work stations.

4. Vendor Name: Corporate Environments Int'l/WDI Co. Address: 2627 Kilihau Street Honolulu, HI 96819 Phone: 833-0693	5. Price: <u>\$24,091.19</u>
6. Term of Contract: (mm/dd/yyyy) From: <u>n/a</u> To: <u>n/a</u>	7. Prior Sole Source Ref No. <u>0</u>

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:  
 Cirproate Environments International/WDI Co. is the onlu authorized dealer of Knoll modular systems in Hawaii. The Knoll modular systems is the only system that would compatible with existing modulars furniture for the CWI2 unit.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:  
 Presently, the unit employees have been placed wherever space is available in the Waiakamilo Business Center. Employees are scattered and occupy odd spaces. The unit is expected to be located on the second floor of the Waiakamilo Buisness Center as a cohesive unit. The unit will need the build-out of seven cubicles and three additional work stations. Purchasing additional Knoll modular systems is necessary to complete the build-out of the cubicles and work stations for employees for the unit to be efficiently operational. Purchasing additional compatible modular systems is cost-effective.

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because:

Currently, there is no alternate source for Knoll modular systems. Corporate Environments International/WDI Co. is the only authorized and licensed dealer and installer of Knoll systems. The Knoll system is the only modular system that is compatible with existing modulars. It would not be fiscally responsible to disregard the existing Knoll modulars that is still usable and in good condition and replace it with a totally new system. If the DHS were to purchase new modulars, the cost would far exceed the proposed purchase of additional Knoll modulars.

12. Direct any inquiries to:

Department: DHS/SSD/CWSB/SCWSS/CWI-2  
Contact Name/Title: Elliot Kano, Supervisor

13 Phone Number:

832-0626

Fax Number:

832-1896

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

Agency shall ensure adherence to applicable administrative and statutory requirements.

14 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 Head

JUN 14 2007

Date

Reserved for SPO Use Only

15 Date Notice Posted: 06/15/07

Submit written objections to this intent to issue a sole source contract within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer  
State Procurement Office  
P.O. Box 119  
Honolulu, Hawaii 96810-0119

16. Chief Procurement Officer's comments:

Per Procurement Circular 2006-07, Small Purchase Guidelines and the Hawaii Electronic Procurement System – agencies may process sole source procurements (Section 103D-306) for \$5,000 to less than \$50,000 using SPO-Form 10 for documentation purposes. Further, in accordance with Procurement Circular 2006-01, this award shall be posted on the Procurement Reporting System.

17.

APPROVED  DISAPPROVED  NO ACTION REQUIRED

Alonso J. Jerez 6/18/07  
Chief Procurement Officer Date