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STATE PROCUREMENT OFFICE NOTICE & REQUEST FOR SOLE SOURCE

- 1. TO: Chief Procurement Officer
- 2. FROM: Department of Human Services, Social Services Division/CWSB
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 SSD/Child Welfare Services Branch will be relocating several units to new office spaces within the Waikamilo Business Center in order to accommodate an increase in worker positions within the units. These units presently have the Knoll modular furniture system for their offices. This request is to purchase additional modular furniture and accessories that is required in the reconfiguration of the unit modulars in the new office space. Additional Knoll modular systems and accessories are required to complete the buildout of the space for efficiency of operations.

4. Vendor Name: Corporate Environments International Address: 841 Bishop Street, Suite 1188 Honolulu, Hawaii 96813 Phone: 237-6002	5. Price: <u>\$328,000</u>
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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>
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8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities: Corporate Environments International is the only authorized dealer of Knoll modular systems in Hawaii. The Knoll modular systems and accessories is the only modular system compatible with the existing Knoll modular system now in use for the SSD/CWSB units in the Waiakamilo Business Center. The cost includes new modular furniture and accessories, freight costs, and delivery and installation costs and Hawaii state general excise tax.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work: The SSD/CWSB will require the construction and reconfiguration of 60 cubicles and workstations for three child welfare units and administrative staff within the Waiakamilo Business Center. Purchasing additional Knoll modular systems and accessories is necessary to complete the build-out of the cubicles and work stations that would match the existing modulars. The cubicles and workstations will provide the CWSB with operational efficiency. Purchasing additional compatible modular systems is cost-effective in terms of being able to use existing modular furniture, rather than purchasing totally new modulars or other modular systems.

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 is the only authorized and licensed dealer and installer of Knoll modular systems. The Knoll modular 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 in use and in good condition and replace it with a totally new system. If 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/SSO/FRPS

Contact Name/Title: Randy Fonseca, Section Administrator

13 Phone Number:

586-5692

Fax Number:

586-5700

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.*

[Signature]

Department Head

JUN 20 2007

Date

Reserved for SPO Use Only

15 Date Notice Posted: 6/29/07

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:

[Handwritten initials]

17.

APPROVED DISAPPROVED NO ACTION REQUIRED

[Signature] 7/5/07
Chief Procurement Officer Date