



**STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE**

1. TO: Chief Procurement Officer
2. FROM: DHS/BESSD/STAFF DEVELOPMENT STAFF
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:
BESSD/Staff Development Staff and BESSD/Kuakini Unit will be relocating from the first floor to the fourth floor at the Waiakamilo Business Center (WBC) to accommodate the landlord's wish to attract new tenants. The vendor will be dismantling, transporting and installing the existing Knoll modular system. Kuakini Unit is taking their existing Knoll modular panels and components (work surfaces, overhead shelving, lateral files, etc.) and will purchase items that are required to reconfigure their current system to fit into their new location. SDS and the Director's Offices also have Knoll products. SDS has panels only and are purchasing additional panels and components to complete their modular system. The Director's Office will also be purchasing panels and accessories for the reconfiguration of a work area. This request is to purchase additional Knoll panels, components and accessories that are compatible with our existing modular pieces to complete the new office floor plan..

4. Vendor Name: Corporate Environments International Address: 841 Bishop Street, Suite 1188 Honolulu, HI 96813 Phone: 275-5032	5. Price: \$94,876
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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. _____
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8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities: Corporate Environments International (CEI) is the only authorized dealer of the Knoll modular system in Hawaii. Knoll panels, components and accessories are only compatible with other Knoll products currently in use by the BESSD/SDS, Kuakini Unit in WBC and the Director's Office in Liliuokalani Building. The costs includes new panels, modular components and accessories, freight and shipping costs, delivery, disassembly and installation costs, Hawaii State General Excise Tax and all applicable discounts.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work: BESSD/SDS requires construction and reconfiguration of nine cubicles and workstations for the staff and Administrator on the 4th floor at WBC. Kuakini Unit requires additional accessories to power their existing panels. The Director's Office needs panels and accessories to complete the reconfiguration of one work area. The purchase of additional Knoll panels, modular components and accessories is required to complete the reconfiguration of the workstations and provides BESSD/SDS, Kuakini Unit and The Director's Office with the best use of available space. To be cost effective, purchasing compatible modular products for existing systems reduces overall costs.

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 of Knoll modular systems. CEI is the only authorized and licensed dealer and installer of Knoll modular systems. Their product is the only one compatible with our existing modulars. It would be fiscally irresponsible to disregard the existing Knoll modular systems that are still in good condition, under warranty and replace it with an entirely new system.

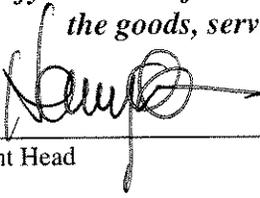
12. Direct any inquiries to:
Department: DHSL/BESSD/SDS
Contact Name/Title: Ken Sahara, SDS Administrator

13 Phone Number:
832-5637
Fax Number:
832-5013

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.



8/23/07
Date

Department Head

Reserved for SPO Use Only

15 Date Notice Posted: 8/24/07

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:

Only components from the existing modular furniture manufacturer are allowed for the office configuration.

17.

APPROVED DISAPPROVED NO ACTION REQUIRED

 8/31/07
Chief Procurement Officer Date