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# STATE PROCUREMENT OFFICE NOTICE & REQUEST FOR SOLE SOURCE

- 1. TO: Chief Procurement Officer
- 2. FROM: Department of Transportation, Airports Division  
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:  
Haworth modular office furniture.

4. Vendor Name: DD Furniture Address: 616 Puuhale Road Honolulu, Hawaii 96819		5. Price: \$45,000.00
6. Term of Contract: (mm/dd/yyyy) From: <u>11/15/07</u> To: <u>07/01/08</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: The current modular office furniture for the Division office is Haworth brand. Additional modular furniture is needed to furnish empty office spaces. DD Furniture is the only distributor on the island that can provide Haworth furniture.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work: The snap on and interlocking features of the existing Haworth brand modular furniture require that the Airports Division continue to procure that same brand of modular furniture. New modular furniture from other brands do not fit.

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because: To furnish the existing office spaces with standard desks and file cabinets is an alternative, however, are not as ergonomic and do not inter-connect as the modular furniture. The modular furniture is designed to maximize office space.

12. Direct any inquiries to:

Department: Transportation, Airports Divis  
Contact Name/Title: Wendy Cheuk *deb*

13 Phone Number:

808.838.8822

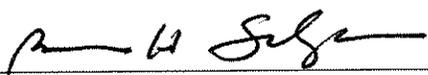
Fax Number:

808.838.8751

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

10/29/07

Date

Reserved for SPO Use Only

15 Date Notice Posted: 11/02/07

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:

Pursuant to Procurement Circulars 2006-07 and Amendment 1, sole source and emergency procurements for \$5,000 to less than \$50,000 may be approved by the department head and do not require CPO approval or to be conducted on the HePS. However, sole source and emergency procurements \$2,500 or more are required to be posted on the Procurement Reporting System.

For the above reasons, this request is returned with no action required by the State Procurement Office.

17.

APPROVED  DISAPPROVED  NO ACTION REQUIRED

 11/5/07  
Chief Procurement Officer Date