



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

1. TO: Chief Procurement Officer
2. FROM: DHS/VRSBD/Kauai VR
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:
2007 Honda Odyssey EX van conversion for quadriplegic client

4. Vendor Name: Maxi Mobility Address: 777 South Hotel Street Honolulu, HI 96813	5. Price: \$37,437.17
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6. Term of Contract: (mm/dd/yyyy) From: <u>04/17/08</u> 5/7/08 <i>ct</i> To: <u>04/17/08</u> <i>ct</i>	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:
Vendor is the only certified installer for conversion equipment for Honda vans

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work: Counselor has been trying to get client a new van since existing vehicle, 1998 Ford Windstar, engine failed leaving him with having to depend on others to take him around. Client normally drives to and from work to his office where he is a independent financial adviser.

MAY - 7 2008

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

12. **Direct any inquiries to:**
Department: DHS/VRSBD/Kauai VR
Contact Name/Title: Brenda Viado

13 Phone Number:
274-3333
Fax Number:
274-3340

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

05/05/08
Date

Reserved for SPO Use Only

15 Date Notice Posted: 5/7/08

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 Circular 2006-07, 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


Chief Procurement Officer 5/8/08
Date