



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

1. TO: Chief Procurement Officer

2. FROM: DHS/BESSD

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:

Use existing Herman Miller Modular System panels/components for establishing four cubicles in office expansion in room 617, Haseko Center.

Design services for reconfiguration and installation. Purchase of additional modular components for existing Herman Miller modular system panels for BESSD Staff.

4. Vendor Name: Office Pavillion/Contract Furnishings of HI

Address: 1600 Kapiolani Blvd., 17<sup>th</sup> Floor  
Honolulu, Hawaii 96814

5. Price:

\$30,000.00

6. Term of Contract:  
(mm/dd/yyyy)

From: 06/23/08

To: 09/30/08

7. Prior Sole Source Ref No.  
04-35-M

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:

The existing Herman Miller Modular System panels/components have a unique feature which is sized according to nominal dimensions. A product that is sized in actual dimensions will be too large for the interior dimensions created by the existing panels.

This company originally provided the existing modular components and can provide the additional components for needed workstation reconfiguration. It has been providing the manufacturer-certified services to maintain lifetime warranty on Herman Miller Office System products in BESSD.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:

Purchase of additional modular components for existing modular system panels will enable BESSD Administration to relocate the SORS Administrator, two staff specialist and a secretary into room 617. This will free up four additional spaces for new staff for the ECCPO program and allow enhancements to accommodate a new Child Care Section Administrator in room 606. Additional components may be required to address work area needs.

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

12. Direct any inquiries to:

Department: DHS/BESSD

Contact Name/Title: Conroy Chow, AMS Administrator

13 Phone Number:

586-7255

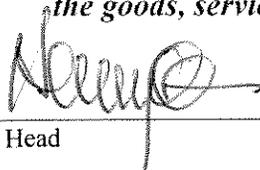
Fax Number:

586-5229

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 18 2008

Date

Reserved for SPO Use Only

15 Date Notice Posted: 6/30/08

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. This information was given to Conroy Chow on June 30, 2008.

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

17.

APPROVED  DISAPPROVED  NO ACTION REQUIRED

*Alms Fujie*  
Chief Procurement Officer

*7/2/08*  
Date