



09 MAR -4 10:49 :
STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE
STATE PROCUREMENT OFFICE
STATE OF HAWAII

- 1. TO: Chief Procurement Officer
- 2. FROM: Transportation/Airports/Oahu District
 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:
 Custodial uniforms (shirts/smocks) in various sizes.
 1,310 units. Please see attached for various sizes, types, and prices.

| | |
|--|---------------------------------|
| 4. Vendor Name: Tori Richard Address: 1334 Moonui Street Honolulu, HI 96817 847-7041/842-3615 | 5. Price: <u>\$38,921.00</u> |
|--|---------------------------------|

| | |
|--|---------------------------------------|
| 6. Term of Contract: (mm/dd/yyyy) From: _____ To: _____ | 7. Prior Sole Source Ref No. _____ |
|--|---------------------------------------|

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:
 Tori Richard owns the design for the current pattern used for the Custodial Unit uniforms (Airports). Tori Richard is the only company that can reprint this design.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work: DOT logo is interspersed w/ floral pattern (see attachment). If another vendor is utilized, an entirely new design must be requested which may incur additional costs. Additionally, to ensure everyone is in the same uniform, all previously issued shirts, even though serviceable, will need to be discarded.

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because: No other source available for same pattern.

12. Direct any inquiries to:

Department: Transportation/Airports

Contact Name/Title: Christopher Murphy / Business Services Spv

DAH 2/26/09 *PRS*

13 Phone Number:

836-6487

Fax Number:

836-6682

Expenditure may be processed with a purchase order/p-Card: Yes No If no, a contract must be executed and funds certified.

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR Chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

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 Signature

FEB 27 2009

Date

Reserved for SPO Use Only

15 Date Notice Posted: 3/5/09

Submit written objections to this notice 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 Delegation 2008-01, sole source procurements less than \$50,000 may be approved by the department head and do not require CPO approval. However, sole source 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

Ann S. Flynn 3/5/09
Chief Procurement Officer Date