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STATE PROCUREMENT OFFICE STATE OF HAWAII STATE PROCUREMENT OFFICE NOTICE & REQUEST FOR SOLE SOURCE

- 1. TO: Chief Procurement Officer
2. FROM: Human Services/BESSD/AMS
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:
Reconfiguration of existing Herman Miller Modular System panels/components for the BESSD Administration in the Haseko Building in Suite 606. Potentially four cubicles and one office will be reconfigured for clerical and professional staff.
Design services for reconfiguration and installation; switching cubicle panels of 6 ft and 3 ft.
Purchase of additional modular components for existing Herman Miller Modular System cubicle and office.

Table with 2 columns: Vendor Name, Address, Term of Contract, Price, and Prior Sole Source Ref No.
4. Vendor Name: Office Pavilion/Contract Furnishers of HI
Address: Pam Am Building, 1600 Kapiolani Blvd, 17th Floor, Honolulu, Hawaii 96814
5. Price: \$5,000.00
6. Term of Contract: From: April 2009 To: May 2009
7. Prior Sole Source Ref No. 99-89-R

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:
This Company, (the only authorized Herman Miller Office System dealer in Hawaii) configured and installed the existing modular components and can provide the additional modular components without voiding the warranty.

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

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because: None

12. Direct any inquiries to:

Department: Human Services/BESSD/AMS  
Contact Name/Title: Conroy Chow, AMS Administrator

13 Phone Number:

586-7255

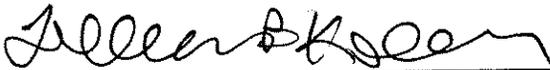
Fax Number:

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.



04/16/09

Department Head

PK 4/16/09

Date

15 Date Notice Posted: 4/22/09

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 Delegation No. 2008-01, sole source procurements less than \$50,000 may be approved by the department head and do not require CPO approve. Sole source procurements \$2,500 or more are required to be posted on the Procurement Reporting System. For the above reason, this request is returned with no action required by the State Procurement Office.

17.

APPROVED  DISAPPROVED  NO ACTION REQUIRED

  
Chief Procurement Officer

4/28/09  
Date

10. S.S. No. 07-048-B