



'10 OCT 15 A8:31

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

- 1. TO: Chief Procurement Officer
- 2. FROM: Health/Disease Outbreak Control Division (DOCD)
Department/Division/Agency

Pursuant to HRS §103D-306 and HAR Chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

3. Description of goods, services, or construction:
To reduce office space costs and improve program efficiency, DOCD would like to move Division administration staff and the entire Disease Investigation Branch (DIB) out of leased office space at 1132 Bishop Street to state space currently occupied by the Immunization Branch (IMB) at 1250 Punchbowl Street. The services to be provided are the purchase, reconfiguration, and installation of modular furniture to maximize space usage and to align the Division and its branches based on programmatic responsibilities.

The vendor will dismantle the existing Knoll modular furniture at both locations, transport parts from the leased office space to state space and reconfigure and install the furniture to accommodate the appropriate number of staff at each location. New Knoll modular furniture parts including, but not limited to work surfaces, panels, overhead shelving, lateral files, and accessories will be purchased to complete the new office floor plans.

| | |
|---|------------------------|
| 4. Vendor Name: Corporate Environments International (CEI) Address: 841 Bishop Street, Suite 1188 Honolulu HI 96813 | 5. Price: \$185,000 |
|---|------------------------|

| | |
|--|---|
| 6. Term of Contract: (mm/dd/yyyy) From: <u>n/a</u> <i>upon approval</i> <i>10/19/10</i> To: <u>n/a</u> | 7. Prior Sole Source Ref No. <i>04-56-M</i> <i>62 10/19/10</i> |
|--|---|

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities: CEI is the only authorized dealer of the Knoll modular furniture in the state of Hawaii. Knoll modular furniture components and accessories are only compatible with Knoll products currently in use by DOCD.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:
The existing Knoll modular furniture maximizes utilization of limited space while providing uniformity and functionality. The purchase of additional Knoll panels, modular components and accessories is required to complete the move of approximately 21 staff out of leased office space to state space. Reconfiguring existing modular furniture, buying additional components and accessories and removing standalone pieces will be more cost effective than purchasing new modulars or other modular systems. In addition, by keeping with Knoll modular furniture, we are able to maintain uniformity of workspace (size and look) for approximately 56 staff that will be housed and work together at 1250 Punchbowl Street.

3833

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

Currently, there is no alternative source for Knoll modular systems. CEI is the only authorized and licensed dealer and installer of Knoll modular systems in Hawaii. Maximizing the use of the existing modular furniture and moving staff out of leased office space to state space is fiscally prudent and will result in substantial annual savings to the program. Modular furniture maximizes utilization of limited space while providing uniformity and functionality. Stalone furniture does not effectively maximize the use of office space and would not be able to accommodate the number of staff required to be housed at each location.

12. Direct any inquiries to:
Department: Health/DOCD/BTP
Contact Name/Title: Kari Rachlin, Fiscal Specialist

13 Phone Number:
587-6848
Fax Number:
587-6885

Expenditure may be processed with a purchase order/pCard: 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.

OCT 12 2010

Department Head Signature

Date

Reserved for CPO Use Only

15 Date Notice Posted: 10/15/2010

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:
From information provided by the contact person, Kari Rachlin, it is noted that she does not have the applicable written delegated procurement authority or training. The two other individuals she has identified as participants in this request are Ms. Vivian Minamishin who does not have the applicable written delegated procurement authority or training and Ms. Tammy Wong who has both written delegated authority and completed the appropriate mandatory training. Ms. Wong will be responsible for this request. As a reminder, although we understand they are working with their ASO to obtain written delegated authority, Ms. Rachlin and Ms. Minamishin shall not participate in any procurement activities until they have received both written delegated procurement authority and have completed the appropriate mandatory procurement training requirements for the applicable procurement method, pursuant to Procurement Delegation No. 2008-01 and Procurement Circular No. 2008-05.

This approval is based on the department's representation that Corporate Environments International (CEI) is the only authorized dealer of Knoll modular furniture in Hawaii that is able to provide compatible furniture and accessories to the existing Knoll products used by the department. Sole source contracts in excess of \$100,000 require cost or pricing data pursuant to HAR chapter 3-122, subchapter 15. This award is required to be posted on the Awards Reporting System.

17. APPROVED DISAPPROVED NO ACTION REQUIRED

Ann. Fujita
Chief Procurement Officer

11/8/2010
Date

LINDA LINGLE
GOVERNOR OF HAWAII



STATE OF HAWAII
DEPARTMENT OF HEALTH
P.O. Box 3378
Honolulu, Hawaii 96801-3378

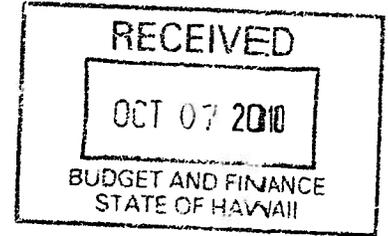
September 29, 2010

*Received by e-mail
11/8/10
lee*

*12/5 ASO
C: DOCD*

CHIYOME LEINAALA FUKINO, M.D.
DIRECTOR OF HEALTH

*BLF: 16476
S: 10/15/10
10: 110437*

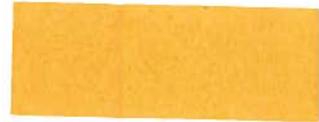


TO: The Honorable Linda Lingle
Governor of Hawai'i

THROUGH: The Honorable Georgina K. Kawamura
Director of Finance

FROM: Chiyome Leinaala Fukino, M.D.
Director of Health *[Signature]*

SUBJECT: **Request Approval to Purchase Modular Furniture and Contract for Installation and Reconfiguration Services**



Your approval is respectfully requested pursuant to EM 10-04 to enter into a contract with Corporate Environments International (CEI) and Knoll, Inc. to purchase, install, and reconfigure modular furniture at the Department of Health (DOH) for the Disease Outbreak Control Division (DOCD).

1. Services to be Provided:

To reduce office space costs and improve program efficiency, DOCD would like to move Division administration staff and the entire Disease Investigation Branch (DIB) out of leased office space to state space currently occupied by the Immunization Branch (IMB) at 1250 Punchbowl Street. The services to be provided by CEI and Knoll are the purchase, reconfiguration, and installation of modular furniture to maximize space usage and to align the Division and its branches based on programmatic responsibilities.

2. Description of Functions and Responsibilities:

DOCD has three programs under its purview: Investigation, Immunization, and Bioterrorism/Preparedness, and ensures that the objectives and activities of each work in concert to enhance Hawaii's capacity to prevent, control, prepare for, and respond to infectious diseases and public health emergencies, unintentional and intentional. DOCD also works to strengthen collaboration between DOH and multiple partners including commercial clinical laboratories, hospitals, schools, emergency response agencies, private organizations, and the military, to address the threat of emerging infectious diseases and bioterrorism.

In a report to the 2010 legislature, all DOH programs were placed into one of the following main functional categories:

- All Hazards Preparedness, Surveillance and Emergency Response
- Regulatory Enforcement

3832

The Honorable Linda Lingle

Request Approval to Purchase Modular Furniture and Contract for Installation and Reconfiguration Services
September 29, 2010

Page 2

- Primary Prevention
- Critical Infrastructure
- Other Health Services
- Administratively Attached Agencies

Each program was then ranked using the following numerical ranking system:

1. Critical public health program whose function may be mandated by statute and is essential for the health and safety of the community.
2. Very important public health program; function is a community priority or is necessary to ensure that priority functions are carried out.
3. Important public health program; function impacts the community-at-large to a lesser degree.
4. Important public health program; function does not impact the community-at-large.
5. Important public health program; function can be performed by private sector or by public-private partnership.

DOCD and its three programs, DIB, IMB, and BTB, each ranked number one in their respective categories confirming their roles as essential departmental functions. This request will ensure the ongoing success and stability of DOCD.

3. Justification for the Procurement of the Services:

Procurement of these services will allow for more efficient use of dwindling federal financial resources as well as program personnel. Although more costly than standalone furniture, modular furniture maximizes utilization of limited space while providing uniformity and functionality. DOCD currently has Knoll modular furniture. These pieces will be reconfigured and supplemental pieces will be purchased to fully accommodate relocating staff. The original floor plan at 1250 Punchbowl accommodates 40 staff with a combination of modular and standalone furniture; the revised floor plan utilizing all modular furniture will accommodate 56 staff in the same space. (See attached). Some of the existing spaces at Kinau Hale are vacant and can accommodate 5 of the 21 staff to be transferred. The Knoll modular furniture at 1132 Bishop Street in leased office space that currently houses 41 staff will be reconfigured to accommodate approximately 20 staff with the remaining furniture pieces to be used at 1250 Punchbowl.

4. Impact of Not Contracting for this Service:

The impact of not contracting for this service is that critical services provided by DOCD may be severely hampered or not provided due to financial constraints. In a previous cost cutting measure, DOCD downsized its leased office space from 8,282 to 6,201 rentable square feet in September 2009, saving approximately \$80,000 in annual rent costs. Procuring this furniture and contracting for these services would allow DOCD to further downsize its leased office space and save an additional \$100,000 (est.) per year upon the completion of negotiations by the Department of Accounting and General Services and the landlord. These services would also ensure state office space for DOCD general funded staff should federal funding be further reduced or eliminated. Lastly, this service will allow the capturing of "in-kind costs for office space" which DOH is required to report as match for continued federal funding.

The Honorable Linda Lingle

Request Approval to Purchase Modular Furniture and Contract for Installation and Reconfiguration Services

September 29, 2010

Page 3

5. Program ID/Title: HTH 131/Disease Outbreak Control:

a. Division/Branch/Section (as applicable): Disease Outbreak Control Division

b. Total Cost of the Contract for Fiscal year 2011: \$185,000.00

c. Source of Funds: Public Health Emergency Preparedness Grant, Public Health Emergency Response Grant, Epidemiology and Laboratory Capacity Grant and Immunization and Vaccines for Children Grant.

d. Means of Financing: Federal funds

RECOMMEND:

APPROVAL

DISAPPROVAL

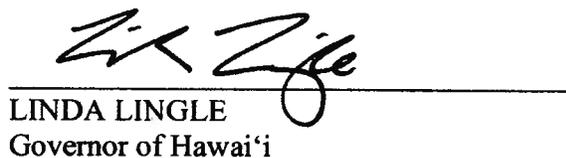


DIRECTOR OF FINANCE

Date: 11/3/10

APPROVAL

DISAPPROVAL

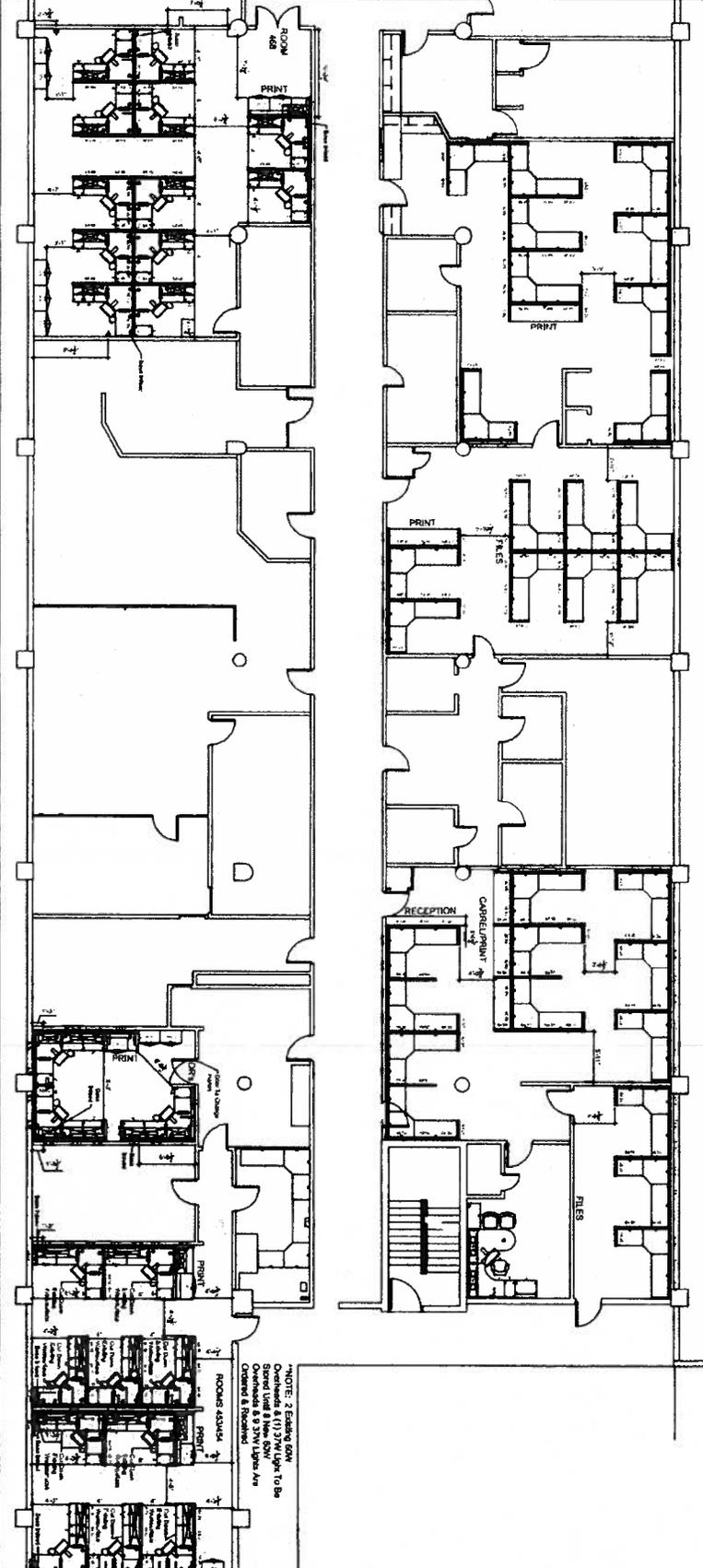


LINDA LINGLE
Governor of Hawai'i

Date: 11/4/10

LAYOUT OPTION 1 (REVISED)
 TOTAL: 56 WORKSTATIONS + 1 OFFICE

- 7 Existing #OF WORKSTATIONS 9
- 6 Existing #OF WORKSTATIONS 8
- 9 Existing #OF WORKSTATIONS 13 & 1 OFFICE



Area A - Rooms 468
 #OF WORKSTATIONS 12

7 Existing with 1 conference area

Area B - Rooms 459/454 & 453/452
 #OF WORKSTATIONS 13

11 Existing

NOT TO SCALE

Corporate Environments International, LLC (CEI) is the owner of these drawings and all ideas, designs, arrangements, and plans depicted herein. These drawings were created, evolved, and developed by CEI as instruments of service in connection with the specified project depicted herein. No part of these drawings may be used by or directly or indirectly disclosed to any other person, firm or organization for any purpose whatsoever, without the express written consent of CEI. Written dimensions on these drawings shall have precedence over scaled dimensions. Contractors shall be responsible for verifying all dimensions on the job. CEI shall be notified in the event of any B-3 scale variations from the dimensions and conditions shown on these drawings.

NOTE: 2 Existing 60W Overhead & (1) 2'W Open To Be Stored Under 8' High 60W Overhead & 2'W Open To Be Stored Under 8' High

| | |
|---|---------------------|
| TITLE: Bio - Terrorism US Dept of Health | |
| PROJECT # | |
| FILENAME: DPH-Punchbowl-New Fum Layout | APPROVED BY: |
| DRAWN BY: GC/KDI | SHEET: 1 OF 2 SHTS. |
| DATE: 5/25/10 | |

CORPORATE ENVIRONMENTS
 INTERNATIONAL, LLC

HONOLULU, HAWAII 96813 Tel:808-526-2825 Fax:808-526-1762

| | |
|-----------|------------|
| REVISION: | 05/26/2010 |
| | 06/08/2010 |
| | 09/06/2010 |
| | 08/16/2010 |

STATE OF HAWAII
REQUEST FOR SOLE SOURCE

STATE PROCUREMENT ADMINISTRATION
STATE OFFICE OF PROCUREMENT
7-1 P1207-5 P3 20

TO: Chief Procurement Officer

FROM: Department of Health/Disease Outbreak Control Division/Bioterrorism Preparedness and Response
(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:

Description of goods, services, or construction:

Twelve (12) Knoll Modular Workstations and Reconfiguration of One (1) Existing Knoll Modular Workstation. See attached for detailed specifications of Knoll furniture.

Name of Vendor: Knoll, Inc. c/o Corporate Environments International, LLC
Address: 841 Bishop Street, Suite 1188
Honolulu HI 96813-3916

Cost:

\$55,094.53

Lump-sum

Term of Contract: From: N/A To: N/A

Prior Sole Source Reference No.:

The goods, services, or construction has the following unique features, characteristics, or capabilities:

Corporate Environments International, LLC (CEI) is the only authorized dealer of Knoll furniture in the state. The Bioterrorism Preparedness and Response program, which is 100% federally funded through the Public Health Preparedness and Response for Bioterrorism Cooperative Agreement sponsored by the Centers for Disease Control and Prevention, moved into leased office space at 1132 Bishop Street in December 2002. The office was furnished with thirty-two (32) Knoll modular workstations purchased from and installed by CEI through a contract with United States General Service Administration. CEI was selected through a competitive bid process.

The existing Knoll furniture efficiently utilizes the limited office space while maximizing storage and work space for each individual. The new office space is adjacent to the existing office space and a walkway will be cut through an existing workstation. Therefore, we must utilize CEI to reconfigure the affected workstation or we would violate our warranty on the product. Additionally, as the office will be one contiguous space, it is necessary to have uniformity in size and style of furniture to minimize any internal conflict.

CEI will be able to give us a discounted rate based on the US Communities Government Purchasing Alliance Contract #RQ01-41 13136C.

BT/INV
HDOH

SEP 27 2004

REQUEST FOR SOLE SOURCE (Cont.)

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

Due to increases in requirements within the cooperative agreement, the BT program requested and received approval to increase staffing by twenty- four (24) full time employees. In expectation of hiring the staff, the BT program initiated a request to lease additional office space in August 2003. The lease negotiations have dragged on for several months and the majority of the positions have now been filled. The new staff do not have adequate workspace. Some staff are displaced and some are doubled up in cubicles made for one. Therefore, it is imperative to immediately purchase and install Knoll furniture to accommodate staff and enable them to more efficiently and effectively perform their duties and responsibilities.

The following other possible sources for the goods, services, or construction were investigated but do not meet our needs because:

Other vendors were solicited, but none would be able to provide the dimensions and quality of the existing Knoll furniture.

Direct questions to Bart Aronoff, MPH, Bioterrorism Project Manager phone: 587-6597

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.

Quell Kadonis 4-6-04
Department Head or Designee Date
Deputy Director
Title (If other than Department Head)

Chief Procurement Officer's comments:

Please ensure adherence to applicable administrative and statutory requirements.

Expenditure may be processed through a purchase order: Yes No . If no, a contract must be executed and funds certified.

APPROVED DISAPPROVED

James P. Fyfe 4/26/04
Chief Procurement Officer Date