



A8:15

STATE PROCUREMENT OFFICE NOTICE & REQUEST FOR SOLE SOURCE

STATE PROCUREMENT OFFICE
STATE OF HAWAII

- 1. TO: Chief Procurement Officer
- 2. FROM: Department of Human Services, Social Services Division/CPSB
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:
 The SSD/Child Protective Services Branch will be re-flooring the 3rd floor. Also, reconfiguring to provide office space for staff on the 3rd floor of the KHNL/KFVE New Media Center in order to accommodate an increase in worker position within the units. These units presently have the Knoll modular furniture system for their offices. This request is for the existing Knoll furniture. Corporate Environments international (CEI) is the only Knoll distributor and in order to maintain the Knoll furniture warranty, the reconfiguration needs to be done by Knoll authorized installers. Due to the installation of the flooring, existing modular equipment will need to be dismantled and re-installed. There is also electrical work required for the cubicles created for the additional worker positions.

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| 4. Vendor Name: Corporate Environments International Address: 841 Bishop Street, suite Honolulu, Hawaii 96813 Phone: 526-2825 | 5. Price: <u>\$310,934.19</u> |
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| 6. Term of Contract: (mm/dd/yyyy) From: <u>n/a</u> <i>Upon approval</i> To: <u>n/a</u> <i>est. 6/30/2011</i> <i>USA</i> | 7. Prior Sole Source Ref No. <u>0</u> |
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8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities: CEI is the only authorized dealer of Knoll modular systems in Hawaii. The Knoll modular systems and accessories is the only modular system compatible with the existing knoll modular system now in use for the SSD/CPSB units in the KHNL/KFVE New Media Center. The cost includes the freight costs, delivery and installation costs and Hawaii state general excise tax.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:
 The SSD/CPSB will require the construction and reconfiguration of 175 cubicles and workstations for 3 child protective units and administrative staff within the KHNL/KFVE New Media Center. The cubicles and workstations will provide the CPSB with operational efficiency. The dismantling of existing modular equipment is necessary in order for the new flooring to be installed. The electrical work is necessary in order for the new positions as there currently is none.

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 alternate source for Knoll modular systems. CEI is the only authorized and licensed dealer and installer of Knoll Modular systems. The Knoll modular system is the only modular system that is compatible with existing modulars. It would not be fiscally responsible to disregard the existing Knoll modulars that is still in use and in good condition and replace it with a totally new system. If DHS were to purchase new modulars, the cost would far exceed the proposed purchase of additional Knoll modulars.

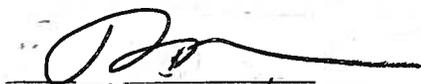
12. Direct any inquiries to:
Department: DHS/SSD/CPSB/CCWSS
Contact Name/Title: Dana Kano, Section Administrator

13 Phone Number:
832-5482
Fax Number:
832-0628

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.*



Department Head Signature
Patricia McManaman, Interim Director

JAN 19 2011
Date

Reserved for CPO Use Only

15 Date Notice Posted: 1/20/11

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:

It is noted that contact person on this request, Ms. Dana Kano does not have the applicable written delegated procurement authority. In telephone conversations with SPO staff, Ms. Kano stated she was not aware of the requirements for written delegated procurement authority and mandatory procurement training. SPO staff has informed Ms. Kano of the above requirements, as such Ms. Kano shall not participate in any procurement activities until she has received both written delegated procurement authority and has completed the appropriate mandatory procurement training requirements for the applicable procurement method, pursuant to Procurement Delegation No. 2010-01 and Procurement Circular No. 2010-05 as appropriate.

Approval is conditioned on the above and is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply. 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

Adams. J. J. J. 3/7/2011
Chief Procurement Officer Date