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STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

- 1. TO: Chief Procurement Officer
2. FROM: DLNR/DOFAW
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:
Rental of rubbish bins for the 2011 Lanai Axis Deer Season

Table with 2 columns: Vendor Name, Address, Price, Term of Contract, Prior Sole Source Ref No. Includes handwritten dates: February 2011 and May 2011.

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:
The Rubbish Bins are large enough to hold deer carcasses.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work: Rubbish bins provide hunters the ability to properly dispose of the deer carcass after their hunt.

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

12. Direct any inquiries to:

Department: DLNR

Contact Name/Title: Shane DeMattos, W/L Biologist

13 Phone Number:

984-8100

Fax Number:

984-8111

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

1/31/11
Date

Reserved for CPO Use Only

15 Date Notice Posted: 2-3-2011

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:

The contact person, Mr. Shane DeMattos has written delegated procurement authority, but has not attended the appropriate mandatory procurement training. In conversation with SPO staff, Mr. DeMattos states that he has attended many training workshops, however our records indicate only 1 workshop attended. As a reminder, Mr. DeMattos cannot participate in procurement activities until the requirements of Procurement Delegation No. 2010-01 and Procurement Circular No. 2010-05 as appropriate have been met.

This request is disapproved because it is not an appropriate use of the sole source method of procurement, which is used when there is only one source available for procurement. The limitation to where work is to be performed and how soon it needs to be performed is a scope of work requirement. Department is advised to conduct procurement as small purchases procurement and its procedures for a 12-month period in accordance with Procurement Circular No. 2009-15, as appropriate.

17. APPROVED DISAPPROVED NO ACTION REQUIRED


Chief Procurement Officer 3/7/2011
Date