



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Department of Human Services, Social Services Division, Child Welfare Services Branch
Name of Requesting Department

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

1. Describe the goods, services, or construction to be procured.
The Social Services Division/Child Welfare Services Branch is currently having their office space on the third floor of the KHNL/KVFE New Media Center (located at 420 Waiakamilo Road, Honolulu, HI 96817) refloored and reconfigured to accommodate an increase in worker positions. Corporate Environments International (CEI) has been contracted to complete the reflooring and reconfiguring. It is necessary to disconnect and reconnect existing system furniture power in order to complete the reconfiguration. This electrical work is not a part of CEI's contract and needs to be contracted separately.

2. Vendor/Contractor Name: Jay Kadowaki
3. Amount of Request: \$ 40,000

4. Term of contract (shall not exceed 12 months), if applicable:
From: 12/1/2011 To: 6/30/2012
5. Prior Sole Source Ref No.: N/A

6. Features: Describe in detail the unique features, characteristics, or capabilities of the goods, services or construction.
According to the Owner/Lessor of the building (KHNL/KVFE New Media Center,) they will only allow and approve Jay Kadowaki, Contractor, to make the necessary electrical modifications. Please see attached letter from the Lessor, Kamehameha Schools.

7. Essential features: Describe in detail how the unique features, characteristics, or capabilities of the goods, services, or construction are essential for the department to accomplish its work.
As indicated in the attached letter from Kamehameha Schools, the identified contractor is the only one that the building lessor will allow to complete the necessary work. The space reconfiguration that is already underway on the third floor of the building cannot proceed without the accompanying electrical disconnection and reconnection of the systems involved. The reconfiguration is necessary so that the office space can accommodate the increase in staff that has been assigned to work in this location.

8. Describe the efforts and results in determining that this is the only vendor/contractor who can provide the goods, services or construction.
Contact and discussion with the building lessor led to the conclusion that the lessor will only allow this sole contractor to provide the electrical work needed.

9. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.
 The Department spoke to several electrical contractors and CEI about completing the necessary electrical work, but the building lessor will not allow any other contractor to do the work.

10. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; and 2) completed mandatory training.
 (Type over "example" and delete cells not used.)

| Name of Department Personnel | Division/Agency | Phone Number | e-mail address |
|------------------------------|-----------------|--------------|--------------------------|
| Rachel Thorburn | DHS/SSD | 586-5245 | rthorburn@dhs.hawaii.gov |
| Clayton Higa | DHS/SSD | 586-5697 | chiga2@dhs.hawaii.gov |
| John Walters | DHS/SSD | 586-5675 | jwalters@dhs.hawaii.gov |
| | | | |

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

All requirements/approvals and internal controls for this expenditure is the responsibility of the department.

I certify that the information provided is to the best of my knowledge, true and correct.



 Department Head Signature

10/26/2011

 Date

For Chief Procurement Officer Use Only

11. Date Notice Posted: 10-28-11

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

Chief Procurement Officer
State of Hawaii
P.O. Box 119
Honolulu, HI 96810-0119

12. Chief Procurement Officer (CPO) Comments:

Request has been withdrawn by the department.

- Approved Disapproved No Action Required

Clara S. [Signature] 11/2/2011
Chief Procurement Officer Signature Date



KAMEHAMEHA SCHOOLS

August 26, 2011

Dear Director McManaman:

After our meeting with the Social Services Division to discuss approvals of maintenance and repair work to your space, this is to inform you that Kamehameha Schools (KSBE), as the Lessor of the KHNL/KFVE Media Center, 420 Waiakamilo Road, Honolulu, Hawaii will only allow and approve Jay Kadowaki, Contractor, to make the necessary electrical modifications and to paint your premises. Jay Kadowaki has been instrumental in the entire building's renovation and is keenly aware of the nuances and capacities with the building and is the approved KSBE Contractor for the building. To ensure fair pricing, KSBE will require Kadowaki to provide DHS with at least 3 bids for the electrical work and the painting. Kadowaki will approve all electrical work to be in compliance with the building requirements. The paint and color schemes must also be in compliance with the building requirements. Payment for all work will be made directly to Kadowaki by DHS.

Please let me know if there are further questions or concerns.

Sincerely,

Catherine Camp
Development Director
Kamehameha Schools
Commercial Real Estate Division