



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

12 NOV 13 P2:12

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Department of Transportation
Name of Requesting Department

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

1. Describe the goods, services, or construction to be procured.
Maintenance services for Dynamic Shear Rheometer used to test Asphalt Binders used in DOT Highways projects.

2. Vendor/Contractor/Service Provider Name: Malvern Instruments
3. Amount of Request: Approx \$6100 depending on travel\$
4. Term of contract (shall not exceed 12 months), if applicable: From: upon CPO approval To: 12 months from date of approval
5. Prior SPO-001, Sole Source (SS) No.:

6. Describe in detail the following:
a. The unique features, characteristics, or capabilities of the goods, service or construction.
Repair and Maintenance services required from the original equipment manufacturer. Having maintenance services performed by an unqualified vendor will risk damage to equipment which is highly specialized electronics. Cost to replace equipment should it be damaged is \$35,000.00.
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
Equipment is used to test quality of Asphalt binders used in Highway road construction. Inability to test materials will jeopardize Federal funding participation and laboratory accreditation. The Dept. of Transportation is the only one with this testing equipment/capability in the state.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the ~~goods, services or construction~~
 Manufacturer verified that they are the only ones authorized to service equipment. See attached letter.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.
 Contacted Ad-Tek Services International who typically performs maintenance services on routine laboratory equipment and they are not able to perform maintenance services on specialized equipment such as the Dynamic Shear Rheometer.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)
 *Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
JoAnne Nakamura	Highways/DOT	483-2577 832-3405-132	joanne.nakamura@hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing 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

NOV 07 2012

 Date

For Chief Procurement Officer Use Only

Date Notice Posted: ~~11/14/12~~ 11/16/12

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:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Request is disapproved as vendor is not compliant with HRS §103D-310(c) and HAR §3-122-112 (i.e. vendor must be compliant on the Hawaii Compliance Express [HCE]). Upon verification of vendor compliance, department may attach a memo to this request, along with a copy of a compliant HCE certificate requesting CPO approval.

If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

Approved

Disapproved

No Action Required

Kevin S. Takaesu 12/12/12
Chief Procurement Officer Signature Date