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# STATE PROCUREMENT OFFICE NOTICE & REQUEST FOR SOLE SOURCE

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer  
FROM: 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.  
Custodial uniforms (shirts/smocks) in various sizes. See attachment for various sizes, types, estimated quantities and prices.

2. Vendor/Contractor/Service Provider Name: Tori Richard	3. Amount of Request: \$52,000 (estimate)
4. Term of contract (shall not exceed 12 months), if applicable: From: <del>02/11/2013</del> <u>2/15/2013</u> <sup>SSM</sup> <u>2/19/13</u> To: 02/10/2014	5. Prior SPO-001, Sole Source (SS) No.: 09-038-B

6. Describe in detail the following:  
a. The unique features, characteristics, or capabilities of the goods, service or construction.  
DOT logo is interspersed with the floral pattern of fabric (see attachment). A new design would be required if another vendor is utilized because Tori Richard owns the pattern.  
  
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department  
It is essential to have everyone in the same uniform to identify them as DOTA employees. All previously issued shirts, even though serviceable, will need to be discarded if another vendor is utilized.

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~~  
 Tori Richard owns this pattern. Any other vendor selected would need to develop a new pattern at additional cost.

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.  
 No other vendors can supply this pattern due to copyright.

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
Christopher A. Murphy <i>CM</i> <i>DS</i>	Airports/Oahu	836-6487	christopher.murphy@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.**

*Christopher A. Murphy*  
 \_\_\_\_\_  
 Department Head Signature

FEB 13 2013

\_\_\_\_\_  
 Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 2/19/2013

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:

This request is disapproved because the department is unable to provide documentation on how this contract was originally procured and there are other vendors that manufacture custodial uniforms (shirts/smocks), that can include a department logo interspersed with a custom made pattern. The department acknowledges that there are other vendors that can manufacture custodial uniforms. It is recommended that the department conduct a competitive procurement to obtain the custodial uniforms.

If there are any questions, please contact Stanton Mato at 586-0566, or [stanton.d.mato@hawaii.gov](mailto:stanton.d.mato@hawaii.gov).

Approved

Disapproved

No Action Required

Stanton D. Mato  
Chief Procurement Officer Signature

4/26/2013  
Date