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STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

13 MAR -7 P1 59

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer  
FROM: Roger Imoto, Administrator, DLNR- Forestry and Wildlife  
*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.  
Repair and maintenance services on Bobcat equipment. Includes purchasing and rental of parts, accessories and other products specifically designed and manufactured by Bobcat for service, repair and maintenance of Bobcat equipment.

2. Vendor/Contractor/Service Provider Name: Hertz Equipment Rental, Inc.	3. Amount of Request: <i>Sam 4/22/13</i> <del>\$100,000.00</del> \$5,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>1-Mar-13</u> <i>Sam 3/7/13</i> <u>7-MAR-13</u> To: <u>1-Mar-14</u> <i>Sam 3/7/13</i> <u>6-MAR-14</u>	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.  
Hertz Equipment Company, Inc. is the only dealer on Oahu that is authorized by Bobcat to sell, repair, rent and service Bobcat products. See attached document  
  
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department  
DOFAW has on inventory: 1 Bobcat Track Loader , that requires periodic maintenance, repairs and servicing. Rental of various attachments are also an essential to the machines functionality. These machines and attachemnts are essential to operations and maintenace activities. They are used to maintain roads, trails, public use facilities, create and maintain habitat for game and non-game species. All of these activities serve and major functions for DOFAWs mandate to protect and manage public land resources.

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~~  
 Bobcat website was visited to obtain list of all authorized dealers on Oahu. Only Hertz Equipment Company was listed. Called Hertz, and they informed us they were the only authorized dealer. Received letter from Bobcat confirming status (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.  
 Explored Bobcat website for other authorized dealers. The only authorized dealer listed was Hertz Equipment Company, Kapolei

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
<i>JM</i> Jason Misaki	Forestry and Wildlife	808-973-9786	Jason.C.Misaki@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 *JM*

\_\_\_\_\_  
 Date 2/26/13

**For Chief Procurement Officer Use Only**

Date Notice Posted: 3/7/13

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](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 03/07/13 to 03/06/14 and is based on the department's representation that Hertz Equipment Rental, Inc. is the only authorized Bobcat dealer for all Bobca6t products for sales, service and parts for the state of Hawaii. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. When processing payment to vendor the department shall attach a current compliant HCE compliance certificate with the invoice for payment.

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      4/22/2013  
Chief Procurement Officer Signature      Date