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STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer  
FROM: Transportation/Airports/Oahu District/Maintenance Section  
*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.  
Herman Miller office furniture. The Herman Miller, Eames Tandem slings consist of a back rest and seat, each having 1/2" thick vinyl foam, 18 ounce member with a full length 5/8" 16 gauge round edge flat steel supports sealed inside the cushion on both ends. The load/limit shall be designed for persons weighing no more than 300 pounds. The upholstered slings shall consist of fire retardant vinyl meeting CAL 133 requirements; for home furnishing. Herman Miller, is the only company who offers components and replacement/repair parts for our terminal seating utilized throughout the Honolulu International Airport complex.

2. Vendor/Contractor/Service Provider Name: Contract Furnishers of Hawaii, Inc./dba office Pavillion	3. Amount of Request: \$100,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>4/2/2013</u> <sup>Start</sup> <u>1/25/13</u> To: 3/31/2014	5. Prior SPO-001, Sole Source (SS) No.: S.S. No. 12-061-B

6. Describe in detail the following:  
a. The unique features, characteristics, or capabilities of the goods, service or construction.  
Honolulu International Airport has over 6000 Herman Miller, Eames Tandem Sling seats to maintain. The parts supplied by Herman Miller are exactly equivalent to the characteristics; mechanically, structurally, and architecturally to that of our existing seating. Therefore meeting our needs to upkeep our terminal seating.  
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department  
The uniformity of replacement product materials are essential to the repair, safety, and consistency with the rest of our Herman Miller seating. No after market or other replacement parts are known or available to match the mechanical features of Herman Miller parts.

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.

The attached letter from Herman Miller, Inc. confirms Contract Furnishers of Hawaii/dba: Office Pavilion Hawaii as the only certified dealer for Herman Miller furniture in the State of Hawaii.

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.

There are no other companies within the State of Hawaii that are authorized to represent Herman Miller products.

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
Charles V. Seabury	DOTA	836-6579	charles.seabury@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.**



MAR 28 2013

Department Head Signature

Date

CG 13-0515

**For Chief Procurement Officer Use Only**

Date Notice Posted: 4/3/13

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 for the period 04/02/13 to 03/31/14 and is based on the department's representation that Contract Furnishers of Hawaii, Inc., dba Office Pavillion is the only authorized vendor in this state to sell Herman Miller Office Furniture. Sole source contracts in excess of \$100,000 require cost or pricing data pursuant to HAR chapter 3-122, subchapter 15 and is required to be documented in the procurement/contract file. 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.

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*      4/26/2013  
Chief Procurement Officer Signature      Date