



**STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE**

13 OCT 25 A8:31

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.  
Parts and labor to replace mast and carriage for a Hyster forklift model H100FT for the Hilo International Airport.

2. Vendor/Contractor/Service Provider Name: Island Equipment dba American Machinery	3. Amount of Request: \$22,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>11/1/2013</u> <sup>Sam</sup> <u>10/31/13</u> To: <u>10/31/2014</u> <sup>Sam</sup> <u>10/31/13</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.  
An error was made in the specifications for mast height on the forklift. A shorter mast and carriage must be installed so the forklift can operate in the terminal area and supply warehouse. We need to have a 3 stage mast height of 6'2", raised fork to ground height of 13'2".  
  
The airport is reviewing its bidding procedures so this type of error does not re-occur.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department  
The airport is using an old forklift which is prone to breakdowns and is expensive to repair. The other alternative would be to purchase a new forklift or rent a forklift both of which would end up costing more in the long run.

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.

American Machinery is the only authorized dealer for Hyster parts and service in the State (see attached). The parts and service must be provided by an authorized dealer in order to maintain the warranty.

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 alternate sources who can provide the goods and services and maintain the warranty.

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
Tiffinie Smith <i>TS</i>	Airports	961-9304	<a href="mailto:tiffinie.c.smith@hawaii.gov">tiffinie.c.smith@hawaii.gov</a>
Wayne Shiota <i>WS</i>	Airports	961-9335	<a href="mailto:wayne.c.shiota@hawaii.gov">wayne.c.shiota@hawaii.gov</a>

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

OCT 23 2013

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 10/25/13

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 11/01/13 to 10/31/14 and is based on the department's representation that Island Equipment dba American Machinery is the only authorized Hyster dealer for all Hyster 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. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

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 Mato*      10/31/2013  
Chief Procurement Officer Signature      Date