



STATE PROCUREMENT OFFICE

RECORD OF PROCUREMENT

1. Agency: Health/Tobacco Settlnemet Project 2. PO/pCard. No. _____

3. Date: 9/26/2007 4. Project/Requisition/Work Order No. _____

- 5. This form is for: Small Purchase procurements pursuant to HRS §103D-305, \$5,000 to less than \$15,000
 - *Sole Source Procurements pursuant to HRS §103D-306, less than \$50,000
 - *Emergency Procurements pursuant to HRS §103D-307, less than \$50,000
- *Awards shall be posted in accordance with Procurement Circular 2006-01, or as amended.

6. **PART A. Description of good/service/construction:**
 To print 2000 posters to be distributed to schools statewide and also for distribution to community agencies on Oahu. Quote should include shipping to the neighbor island DOE Offices.

7. **PART B. QUOTATIONS SOLICITED:**

<u>SELECTION</u> (Check Box)	<u>8. Vendor Name</u>	<u>9. Representative</u>	<u>10. Phone No</u>	<u>11. Date of Quote</u>	<u>12. Amount Quoted</u>
<input checked="" type="checkbox"/>	1. Edward Enterprises	Duane Kong	841-4231	09/26/2007	49,871.7
<input type="checkbox"/>	2.				
<input type="checkbox"/>	3.				
<input type="checkbox"/>	4.				
<input type="checkbox"/>	5.				

13. **PART C. Justification for inability to obtain minimum three quotations, if applicable:**
 Edward Enterprises had printed the mailers for us in February and it would cost less for them to re-print versus trying to secure a new vendor who would have to create a new plate for printing.

14. **PART D. Justification for award made to other than lowest responsive, responsible vendor:**

15. Signature *[Signature]* date SEP 28 2007
 Employee soliciting quotations

16. Signature *[Signature]* date SEP 28 2007
 Procurement Officer approval

FILE A COPY AS SUPPORTING DOCUMENTATION IN THE PROCUREMENT FILE.