



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
[X] \*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 provide audio-visual equipment and technical assistance on October 2, 2007 for the Physical Activity and Nutrition Summit.

7. PART B. QUOTATIONS SOLICITED:
Table with columns: SELECTION (Check Box), Vendor Name, Representative, Phone No, Date of Quote, Amount Quoted.
Row 1: [X] 1. Sheraton Waikiki, Lena Yi, 09/21/2007, 19,000
Row 2: [ ] 2.
Row 3: [ ] 3.
Row 4: [ ] 4.
Row 5: [ ] 5.

13. PART C. Justification for inability to obtain minimum three quotations, if applicable:
The Sheraton Waikiki works with a specific vendor for audio visual equipment and technical assistance so we are unable to secure 3 bids.

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

15. Signature: [Signature] date: 10/07/07
16. Signature: [Signature] date: 10-01-07
Employee soliciting quotations Procurement Officer approval

FILE A COPY AS SUPPORTING DOCUMENTATION IN THE PROCUREMENT FILE.