



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

TO: Chief Procurement Officer

FROM: Procurement Unit
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. Pursuant to HAR Chapter 3-122-81 (6) it states "Repair and maintenance services and supplies from the original equipment manufacturer or its designated representative; when the manufacturer or its designated representative is required to provide the services and supplies to retain the manufacturer's warranty or guarantee". As such, purchased Kooler Ice's ice vending machine requires all purchase of supplies are conducted through said vendor in compliance with their warranty. Purchase of supplies shall include at a minimal the plastic bags, wickets of twist ties, filteres, etc. required to package the product sold from the ice vending machine. While under the 3 year warranty, OHA will be purchasing all supplies necessary from Kooler Ice to comply with the warranty.

Table with 2 columns: Vendor/Contractor/Service Provider Name (Kooler Ice, Inc.), Amount of Request (\$2,000.00), Term of contract (10/7/2016 to 10/6/2019), and 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. The supplies that are intended to be purchased a proprietary items that are specially made for this model ice vending machine during the term of the contract which is from 10/07/16 - 10/06/19.
b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department. The supplies are essential to the ice vending machine in order to function properly.

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.

According to the service maintenance, the supplies to be purchased are required in order to maintain the validity of 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.

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
Matthew Kodama	Commercial Property	808-594-1822	matthewm@oha.org

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.**

Kamagawa Akira
Department Head Signature

9/28/16
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 10/3/16

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

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Ron K Anderson

09-30-16

Chief Procurement Officer Signature Date