



DEPARTMENT OF BUDGET AND FISCAL SERVICES NOTICE & REQUEST FOR SOLE SOURCE

TO: Chief Procurement Officer

FROM: BFS - Purchasing
Department/Division/Agency

Pursuant to HRS §103D-306 and HAR Chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Description of goods, services, or construction to be procured:
Furnish, Deliver, and Install New Training/Conference Room Furniture for HIDTA HPD Furniture includes but not limited to chairs, sofa, conduits, for HIDTA Conference room. Furniture was originally - solicited from 12/16/14 to 12/30/14, 114 emails sent out, 4 preferred vendors notified, sole bid received. Procurement was re-solicited under RFQ-HPD-1500295, from 2/20/15 to 3/6/2015, 114 emails sent out, 4 preferred vendors notified, sole bid received.

2. Vendor/Contractor/Service Provider Name:
Contract Furnishers of Hawaii Inc.

3. Amount of Request:
\$ 54,958.83 (Federal Funds)

4. Term of Contract: (Shall not exceed 12 months), if applicable
From: March 10, 2015 To: March 9, 2016

5. Prior Sole Source Ref No.

6. The good, service, or construction has the following unique features, characteristics, or capabilities:
Contract Furnishers of Hawaii Inc. is offering furniture that meets HPD requirements. Furniture offered is durable and stain resistant, that meets the weight capacity.

7. How the unique features, characteristics, or capabilities of the goods, service or construction are essential for the agency?

Polyurethane fabric is resistant to stain and highly durable which reduces wear and tear do to officer's belts and firearms deteriorating the furniture fabric. Furniture meets weight capacity with officers and their equipment.

8. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services, or construction.

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REQUEST FOR SOLE SOURCE (Cont.)

Submit in Duplicate

9. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the agency needs. Multiple vendors can offer this type of furniture (Polyurethane Fabric) and weight capacity. Multiple vendors and they were notified of this solicitation by phone call and email.

10. Person that will be responsible for managing this procurement:

Department/Division: Budget & Fiscal Services

Contact Name/Title: Lance Sugimura, Procure. Spec. Special.

Phone Number:
(808) 768-3792

E-mail Address:
lsugimura@honolulu.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR Chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

I certify that to the best of my knowledge, that the information provided above is true, correct, that there is no conflict of interest related to this procurement, and that the goods, services, or construction are available through only one source.

Department Head

Date

Reserved for BFS Use Only

Date Notice Posted: _____

Submit written objections to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
Department of Budget and Fiscal Services
530 South King Street, Room 115
Honolulu, Hawaii 96813
bfspurchasing@honolulu.gov

Chief Procurement Officer's comments:

APPROVED DISAPPROVED NO ACTION REQUIRED

Chief Procurement Officer

Date