



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

**TO:** Chief Procurement Officer  
**FROM:** Dept of Parks & Recreation/PMRS  
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: Repair and replacement of playground equipment to include but not limited to the following sites listed:		
Makaha CP	\$55,186.17	FY 2015
Pililaau CP	\$ 2,303.66	FY 2015
Kamokila CP	\$ 3,193.72	FY 2015
Asing CP	\$40,316.21	FY2016
Kalama Valley	\$46,699.92	FY2016
Maunawili NP	\$43,038.45	FY2016
Pacific Palisades CP	\$44,586.02	FY2016
Waiialua DP	\$48,880.01	FY2016
Whitmore NP	\$48,575.84	FY2016

2. Vendor/Contractor/Service Provider Name: NyLawn 580 Dillingham Blvd, Honolulu, HI 96817 (808)485-8885	3. Amount of Request: \$ 60,683.55 FY 2015 \$ 472,096.00 FY 2016
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4. Term of Contract: (Shall not exceed 12 months), if applicable  From: Acceptance of contract  To: Not to exceed 12 months	5. Prior Sole Source Ref No.  797,799
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6. The good, service, or construction has the following unique features, characteristics, or capabilities:  
The play equipment replacement parts are required to be compatible with the existing play equipment.

7. How the unique features, characteristics, or capabilities of the goods, service or construction are essential for the agency?  
The same manufacturer's brand replacement parts are essential for proper functioning, safety and maintenance of the existing play structure.

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.  
NyLawn is the authorized installation representative and proprietorial to the manufacturer, evidenced by manufacturer's notarized letter.

9. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the agency needs.  
 Customization of play equipment replacement parts as an alternate source is not practical, nor cost effective.

<p>10. <b>Person that will be responsible for managing this procurement:</b>                  Department/Division: Department of Parks &amp; Recreation/PMRS                   Contact Name/Title: Eileen Helmstetter/Parks Grounds Improvement Supervisor II</p>	<p>Phone Number: 808-768-3050                  E-mail Address: mhelmstetter@honolulu.gov</p>
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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.***

*Michelle Kletka*

*6/15/15*

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  
[bfsprocurement@honolulu.gov](mailto:bfsprocurement@honolulu.gov)

Chief Procurement Officer's comments:

APPROVED     DISAPPROVED     NO ACTION REQUIRED

\_\_\_\_\_  
 Chief Procurement Officer

\_\_\_\_\_  
 Date