# HONOLULU LEGISLATIVE BRANCH AGENCIES
## Notice and Request for Sole Source Procurement

TO: The Honorable Tommy Waters, Chair and Chief Procurement Officer

FROM: Office of the City Clerk/Elections Division

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

1. Project Title and description of goods, service, or construction to be procured:
Purchase of five Vote Armor Model VA-5038 Outdoor Ballot Collection Boxes

| 2. Vendor/Contractor/Service Provider Name: | 3. Amount of Request: |
|---|---|
| Laserfab USA | Not to exceed $50,000 |
| 4. Term of Contract: (Shall not exceed 12 months), if applicable<br>From: Upon execution To: Upon receipt | 5. Prior Sole Source Ref No.<br>Please refer to prior sole source postings of 1/24/20 and 8/25/20 |

6. The good, service, or construction has the following unique features, characteristics, or capabilities:
The Vote Armor Model VA-5038 boxes are specifically designed to serve as high capacity outdoor ballot collection containers. The design/construction includes extra thick steel bodies that have demonstrated ability to withstand vehicular and heavy damage. The design and construction features and openings (similar to a safe/vault) make the boxes nearly impossible to be pried open or accessed without the supplied keys. The boxes are also the only boxes of its kind that are equiped with slots for transporting with forklifts/pallet jacks.

7. How the unique features, characteristics, or capabilities of the goods, service or construction are essential for the agency?
The welded construction (no seams) and design of the openings are essential to prevent persons from prying open the enclosure and wedging voting materials into the box at times when it is officially closed. The transport slots are essential for the intended seasonal deployment during election years as the boxes will not be permamently installed. The thick steel construction and weight (1000 lbs) make the boxes resistant to theft (without the use of equipment) and are essential since the item will be used without a permanent concrete foundation and mounting hardware.

9. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the agency needs.
Alternate sources included research/identification of companies that provide book drops, pharmaceutical/medication collection/disposal boxes, payment drop boxes. Some of these companes also market these items for election use as well. However, all of the products investigated required foundation and mounting hardware for secure use and were unsuitable for the intended seasonal/temporary deployment. The larger type products also did not include features that allowed for frequent transport as they were also designed for permanent installation. All of the other products investigated were also not designed to prohibit users from wedging thin materials into seams or closed openings when out of service.

| 10. **Person that will be responsible for managing this procurement:**<br>Department/Division: Office of the City Clerk/Elections Division<br>Contact Name/Title: Rex Quidilla/Elections Administrator | Phone Number: 808 768-3806<br>E-mail Address:<br>rex.quidilla@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.***

9/15/2021

Department Head Signature — Date

Glen I. Takahashi, City Clerk

Print Name

**Reserved for CPO Use Only**

Date Notice Posted: 9/15/2021

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:

Council Chair/Chief Procurement Officer
530 South King Street, Room 202
Honolulu, Hawaii 96813

Chief Procurement Officer's comments:

☐ **APPROVED** ☐ **DISAPPROVED** ☐ **NO ACTION REQUIRED**

Chief Procurement Officer Signature — Date

The form is substantially similar to SPO-01/BFS-01

Sole Source No._____