

**THE JUDICIARY, STATE OF HAWAII
NOTICE AND REQUEST FOR SOLE SOURCE**

TO: Chief Procurement Officer

FROM: THIRD JUDICIAL CIRCUIT
Name of Requesting Division/Program

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

<p>1. Describe the goods, services or construction to be procured:</p> <p>Annual service and load bank testing for Caterpillar backup generator at Hilo Judiciary Complex (HJC).</p>	
<p>2. Vendor/Contractor/Service Provider Name:</p> <p>Hawthorne Pacific Corp 94-025 Farrington Hwy Waipahu, HI 96797</p>	<p>3. Amount of Request:</p> <p style="text-align: center;">\$3,682.68</p>
<p>4. Term of Contract (shall not exceed 12 months), if applicable:</p> <p>From: (One day, date to be determined) To:</p>	<p>5. Prior Judiciary Procurement Sole Source No. (if applicable):</p>
<p>6. Describe in detail the following:</p> <p>a. The unique features, characteristics, or capabilities of the goods, service or construction.</p> <p>HJC's Caterpillar generator shall be serviced and tested by a factory authorized representative. Hawthorne Pacific Corp is an authorized independent dealer of various models of Caterpillar products. HJC's emergency backup generator requires annual service and load bank testing.</p> <p>b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department.</p> <p>A properly functioning emergency generator is a matter of security and safety at the Hilo Courthouse. This generator is a vital security and safety component at HJC. During a power outage, it provides electric power for vital building functions, like lighting and telephones. It is only prudent to have it maintained by a factory authorized representative.</p>	

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:

Caterpillar's attached letter dated May 3, 2021 explains Hawthorne Pacific is Caterpillar's only approved dealer in the State of Hawaii.

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.

Other vendors claim ability to service and test generators. They would be considered if they were factory authorized by Caterpillar, or if there was no factory authorized Caterpillar dealer.

8. 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/Program	Phone Number	email address
Colin Young	Third Judicial Circuit, Fiscal Office	808-961-7417	Colin.S.Young@courts.hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-12, Subchapter 15, Cost Pricing Data, if required.

All requirements/approvals and internal controls for this expenditure is the responsibility of the Division/Program. I certify that the information provided above is, to the best of my knowledge, true and correct.

/s/ Lester Oshiro

Department/Division/Program Head Signature

May 6, 2021

Date

For Chief Procurement Officer Use Only

Date Notice Posted: _____

Inquiries about this request shall be directed to the contact named in Item 8. Submit written objection to this NOTICE OF REQUEST FOR SOLE SOURCE within seven (7) calendar days, or as otherwise allowed, from the Date Notice Posted to:

Chief Procurement Officer - The Judiciary
Financial Services Department
Contracts & Purchasing Office
1111 Alakea Street, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date



Caterpillar Inc.

100 NE Adams Street
Peoria, IL 61629

May 3, 2021

Mr. John Q. Roth
Facilities Operations Manager
Third Circuit Court of Hawaii
777 Kiluea Avenue
Hilo, HI 96720

Re: Authorized Caterpillar Dealer

Dear Mr. Roth:

Hawthorne Pacific, Corp. with primary offices at 94-025 Farrington Highway, Waipahu, HI 96797-2201 (“Dealer”), is an authorized independent dealer of various models of Cat® branded machines, equipment, engines, oils and spare parts (“Cat® products”). As an authorized Cat dealer, Dealer provides prompt, competent services for Cat® products in the State of Hawaii (the “Service Territory”). Dealer is the only Cat dealer with approved business locations in the Service Territory; however, Caterpillar dealers may sell or service Cat® products outside of their respective Service Territory.

In the event the Dealer ceases to be an authorized Caterpillar dealer, support for equipment will be available from either a newly appointed dealer or another Cat dealer in the Caterpillar dealer network.

If you have any questions concerning Caterpillar or Cat dealers, or require additional information, please contact me at the number below.

Sincerely,

Kurt Yonke
Region Finance Representative

Americas Distribution, Service & Marketing Division
Western Region
(309) 494-2668
KY:cgh/03MAY2021

cc: C. Ramamoorthy, Vice President, Hawthorne CAT