

**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:

1. Describe the goods, services or construction to be procured:
Repair movable file system in Hilo Courthouse, including parts, labor, and travel expenses.

2. Vendor/Contractor/Service Provider Name:

SystemCenter, Inc.

3. Amount of Request:

\$4,533.59

4. Term of Contract (shall not exceed 12 months), if applicable:

From: 06/01/2022 To: 06/30/2022

5. Prior Judiciary Procurement Sole Source No. (if applicable):

6. Describe in detail the following:
a. The unique features, characteristics, or capabilities of the goods, service or construction.
Systemcenter is the sole authorized sales and service entity of Spacesaver mobile file systems. The Spacesaver mobile file system at the Hilo Courthouse were installed and serviced by Systemcenter who can provide trained technicians certified by Spacesaver Corporation, the manufacturer of Hilo's shelving system.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department.
Systemcenters factory trained and certified technicians will provide operator safety and ensure the court has access to its vital paper case files.

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:

SystemCenter is the sole authorized sales and service entity for Spacesaver mobile shelving.

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.

SystemCenter is the sole authorized sales and service entity for Spacesaver shelving. Therefore, alternate sources would not be authorized by the manufacturer, Spacesaver Corporation.

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	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/ Dawn G. West

5/23/22

Department/Division/Program Head Signature

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