TO: Department Heads
FROM: Curt T. Otaguro, Comptroller
SUBJECT: Blanket Encumbrance of Projects During Declared Disasters: COVID-19 EMERGENCY

In order to support efforts regarding the State’s direct and economic response to disasters, ensure the continuation of vital State services which have been interrupted and protect the health, safety, and welfare of the people through effective use of appropriated operating and Capital Improvement Program (CIP) funds, it is necessary to preserve available funds from lapsing to finance essential contracts and projects. This memorandum is intended to provide the basis and structure for such support by defining the requirements for blanket encumbrance of appropriated operating and CIP project funds during declared disasters as authorized by the Governor of the State of Hawai‘i.

General Funds and General Obligation Bond Funds

The lapsing of general funds and general obligation bond funds are addressed in Article VII, section 11, of the Hawaii State Constitution, which provides that no appropriation of general funds and general obligation bond funds shall be made for a period exceeding three years. The Governor’s emergency proclamation cannot extend the lapse date of general funds and general obligation bond funds. However, this memorandum simplifies the process of encumbering general funds and general obligation bond funds.

Special Funds, Revenue Bond Funds, and Revolving Funds

The encumbrance of special funds, revenue bond funds, and revolving funds are subject to the provisions of this memorandum.
Federal Fund Appropriation

The performance period for a federal award is established by the federal agency in the terms and conditions of the award. If the Appropriation Amount lapse date precedes the performance period end date, the Governor’s approval to extend the lapse date shall be requested by submitting Form E4 (Request to Extend the Lapse Date of the Appropriation Account to Expend Federal Fund, Other Federal Fund or Non-General Matching Fund for a Federal Award) via the SharePoint “Federal Form Awards Workflow”. Provisos in the budget act of each fiscal biennium authorize the lapse dates for federal Appropriation Accounts to be established as follows:

a. Operating federal funds are assigned a lapse date of fiscal year plus two (2) years.
b. CIP federal funds are assigned a lapse date of the fiscal biennium plus five (5) years.

Federal Funds

The lapsing of federal funds is subject to the requirements of the grant of federal funds. Unless the federal funds come with a lapse date to return the moneys to the federal government, the lapse date of the federal funds can be extended through the Governor's emergency proclamation.

The encumbrances of State funds are subject to the following provisions:

1. State Executive Branch agencies shall submit prioritized lists of 1) essential operating contracts and 2) essential CIP contracts based upon the criteria established in Exhibit A in accordance with the Reporting Requirements, below.

2. The following documents shall provide additional means to support blanket encumbrance as the instrument establishing the State’s commitment to fund essential projects for blanket encumbrance. Documentation shall be submitted to the Department of Accounting and General Services, Accounting Division, by June 30, 2020, 4:30 PM:

   a. Land Acquisition – Letter Agreement for Purchase or Option to Purchase Agreement
   b. Professional Services
      i. Letter of Intent to Award Professional Services Contract, in accordance with DAGS Encumbrance Policies and Procedures
      ii. Letter of Intent to Award Not-to-Exceed Professional Services Contract
      iii. Letter of Intent to Amend Professional Services Contract, where funds are being blanket encumbered to existing contracts
   c. Competitively Sealed Bidding – Notice to Bidders
   d. Competitive Sealed Proposal – Notice of Request for Proposals
e. Sole Source – the Head of Purchasing Agency’s approved form (SPO-001) in accordance with Procurement Circular No. 2020-09, or State Procurement Office’s approved form (SPO-001).

f. Purchase Orders – All purchase orders must be input online by 4:30 PM on June 30, 2020.

g. Letter of Intent to Award Contract

h. CIP Grant in Aid – Governor’s Notification of Funds Release

Samples of select documentation are included in Exhibit B. Where guidance is silent, the standard DAGS Encumbrance Policies and Procedures shall apply.

3. Reporting Requirements - Agencies seeking approval to effect this Comptroller’s Memorandum for their program shall submit a report in the format as shown in Exhibit C, or in an equivalent format providing the same information:

a. For initial approval – within two weeks of the issuance of this Memorandum.

b. Monthly thereafter until either all approved projects have met encumbrance requirements or upon the termination of the PROCLAMATION, whichever is sooner.

This Comptroller’s Memorandum is effective immediately.

Attachments:
Exhibit A
Exhibit B
Exhibit C
EXHIBIT A

Essential Project Prioritization

State Executive Branch agencies shall submit their prioritized list of essential projects to support the current emergency based upon the following criteria:

1. **Allow**
   On-going projects that will cease if additional funds are not encumbered.

2. **Top Priority**
   Work must continue during the emergency to prevent critical failure that will cause imminent health and safety emergencies during this crisis period.

3. **High Priority**
   Work in support of the COVID-19 disaster specific essential functions/facilities.

4. **Priority**
   b. Work on infrastructure/facilities for public health and safety.
   c. On-going or new projects that support economic stimulus.
EXHIBIT B

Sample Documentation for Blanket Encumbrance

1. Land Acquisition
   a. Letter Agreement for Purchase
   b. Option to Purchase Agreement (2 samples)
2. Professional Services
   a. Letter of Intent to Award Professional Services Contract
   b. Letter of Intent to Award Not-to-Exceed Professional Services Contract
   c. Letter of Intent to Amend Professional Services Contract
3. Competitively Sealed Bidding – Notice to Bidders
4. Competitive Sealed Proposal – Notice of Request for Proposals
5. Sole Source – Form SPO-001 Notice and Request for Sole Source
6. Purchase Order
7. Letter of Intent to Award Contract
8. CIP Grant in Aid – Governor’s Notification of Funds Release
October 31, 2006

Mr. Thomas R. Keller  
Administrative Director of the Courts,  
State of Hawaii  
417 South King Street  
Honolulu, Hawaii 96813

Mr. Peter T. Young  
Chairperson  
Department of Land and Natural Resources,  
State of Hawaii  
1151 Punchbowl Street  
Honolulu, Hawaii 96813

Mr. Russ K. Saito  
State Comptroller  
Department of Accounting and  
General Services, State of Hawaii  
P. O. Box 119  
Honolulu, Hawaii 96810

Gentlemen:

Re: State/Campbell Estate Agreement dated  
September 14, 1994 - Kapolei Judiciary Complex

I am writing to you on behalf of the Estate of James Campbell (the "Estate") and Kapolei Property Development LLC, a Hawaii limited liability company ("KPD") in reference to that certain letter agreement dated September 14, 1994 (the "September Letter Agreement") regarding the Estate's obligations to provide 40 acres to the State of Hawaii ("State") in mutually agreed upon locations in Kapolei to be used for governmental offices or other public facilities.

On September 23, 1988, the State of Hawaii Land Use Commission ("LUC") entered Findings of Fact, Conclusions of Law and Decision and Order ("Decision and Order") which granted the Estate's petition to amend the Land Use District boundary to reclassify approximately 890 acres of land situated at Hounouliuli, Ewa, Island of Oahu, State of Hawaii, from the Agricultural District to the Urban District to develop Kapolei. The Decision and Order contained a number of pre-conditions which were more particularly described in that certain Document Evidencing Petitioner's Commitments dated April 11, 1989. These conditions included the 40-acre obligation described above.

In the September Letter Agreement, the State and the Estate identified the locations of the 40 acres which will satisfy one of the pre-conditions including Parcels 4 and 5, containing an aggregate area of approximately 13.5 acres, to be used for the Kapolei Judiciary Complex. The State and the Estate proposed to enter into a new letter agreement dated June 30, 1998, (the "June 1998 Letter") covering specifically Parcels 4 and 5, which would supersede the September Letter Agreement as to the terms and conditions pertaining to Parcels 4 and 5 and the acreage to be included in Parcels 2 and 6.

The June 1998 Letter was submitted to the Board of Land and Natural Resources for approval. On February 26, 1999, the Board approved the June 1998 Letter as agenda item D-14. Due to the passage of time since the June 1998 Letter was approved, and
If the foregoing correctly sets forth the agreements we have reached, please sign the enclosed copy of this letter in the space provided below and return it to the undersigned.

Very truly yours,

[Signature]

Stephen H. MacMillan
Chief Executive Officer

APPROVED:

TRUSTEES UNDER THE WILL AND OF THE ESTATE OF JAMES CAMPBELL, DECEASED, acting in their fiduciary and not in their individual capacities

[Signatures]

C. R. Churchill
D. A. Heeney

KAPOLEI PROPERTY DEVELOPMENT LLC

By Aina Nui Corporation, a Hawaii corporation, its member manager

[Signatures]

Name: Donna J. Soin
Title: President

By

Name: Bradford J. Myers
Title: Senior Vice President/Treasurer
Agreed and accepted:

THE JUDICIARY, STATE OF HAWAII

By Thomas R. Keller
Administrative Director of the Courts

APPROVED AS TO FORM:

Susan Gochros
Judiciary Staff Attorney

BOARD OF LAND AND NATURAL RESOURCES

By Peter T. Young
Its Chairperson

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

By Russ K. Saito
Its Comptroller

APPROVED AS TO FORM:

Brian Abrams
Deputy Attorney General
SAMPLE ONLY
Mr. Bradford J. Myers, President
Kapolei Property Development LLC
an Affiliate of the James Campbell Company LLC
1001 Kamokila Boulevard, Suite 250
Kapolei, Hawaii 96707

Dear Mr. Myers:

Subject: Kapolei Judiciary Complex, DARGS Job No. 12-21-7043
Land Acquisition – TMK (1) 9-1-16:01 (portion)

This is to confirm that the State of Hawaii offers to purchase the remaining ~4.3 acre portion of the subject 15-acre parcel, Lot 80001-C-1 (portion), Tax Map Key No. (1) 9-1-16:01 (portion) (the “4.3 Acre Parcel”), for the sum of $3.8 million as set forth in the appraisal prepared by the Lawrence Appraisal Group Hawaii, Inc., dated December 20, 2006, as was discussed at our meeting on May 15, 2007, and as clarified in my letters to you of May 22 and 29, 2007. In particular, the State proposes to acquire the 4.3 Acre Parcel and all entitlements as described in the October 31, 2006 Letter Agreement, including the assignment of a potable water allocation of 12,900 gallons per day to the State by Kapolei Property Development LLC (KPD), but excepting the requirement that additional paved access and utilities be provided as the same is already being furnished and located along the Kamokila Boulevard Extension by KPD as part of its obligation to transfer the greater 15.274 acre Lot 80001-C-1 to the State. It is understood that the 4.3 Acre Parcel is subject to the encumbrances set forth in Exhibit A to the October 31, 2006 Letter Agreement, as the same are applicable to the 4.3 Acre Parcel.

If this offer is acceptable to you, please sign, date and return the acceptance portion of the duplicate copy of this letter to our office in the enclosed return address envelope within seven (7) calendar days from the date of this letter.

If you have any questions, please call me at 586-0400 or Mr. Ernest Lau of the Public Works Division at 586-0526.

Sincerely,

[Signature]
RUSS K. SAITO
State Comptroller
2 Enclosures
1. Duplicate copy of this letter
2. Return Address Envelope

ACCEPTANCE:

In connection with the Kapolei Judiciary Complex Project, DARGS Job No. 12-21-7043, I, the undersigned, hereby accept the offer of the State of Hawaii to purchase the following:

<table>
<thead>
<tr>
<th>Property</th>
<th>Tax Map Key No.</th>
<th>Area</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 80001-C-1</td>
<td>(1) 9-1-16:01 (Portion)</td>
<td>4.3 acres</td>
<td>$3,800,000.00</td>
</tr>
</tbody>
</table>

This Acceptance may be simultaneously executed in several counterparts, each of which shall be original and all of which shall constitute but one and the same Acceptance.

OWNER:

__________________________
Date

Bradford J. Myers
President
Kapolei Property Development LLC
an Affiliate of the James Campbell Company LLC
May 12, 2005

Manana Valley Farm, LLC  
Attn: Douglas C. Smith  
1600 Pauahi Tower  
1001 Bishop Street  
Honolulu, Hawaii 96813-3480

Dear Mr. Smith:

Subject: Acquisition of Private Lands for Protection of Endangered and Threatened Species Found in the Manana Valley Watershed, Honolulu, Oahu, Tax Map Keys (1) 9-7-25:02 and (1)9-7-26:02.

At its meeting of April 1, 2005, under agenda item D-6, the Board of Land and Natural Resources (BLNR) approved the acquisition of your Manana Valley lands identified above.

We have received an independent appraisal report establishing the fair market value of your property at $1,580,000 as of May 19, 2004. This appraisal report has been accepted by the Department and was approved by its Chairperson on April 5, 2005 for acquisition purposes.

However, pursuant to BLNR's approval and previous agreements described therein, the State of Hawaii, Department of Land and Natural Resources sets forth an offer of $900,000 for the properties identified as TMKs (1) 9-7-25:02 and (1)9-7-26:02.

This offer and the proposed acquisition remains subject to the:

1) Department's review of a Phase I environmental site assessment to the standards required by the Federal Environmental Protection Agency and the State Department of Health; and

2) Review and approval by the Department of the Attorney General.
Accordingly, please indicate your acceptance or rejection of this offer by completing the following and returning a signed copy to this office.

If no response is received within 30 days of receipt of this offer, we will assume that you are no longer interested in selling your property.

If you have any questions, please call Gavin Chun at 587-0385. Thank you.

Sincerely,

Harry M. Yada
Acting Administrator

The Undersigned:

____ Accepts the State of Hawaii, Department of Land and Natural Resources' offer of $900,000 for the property identified as TMKs (1)9-7-25:02 and (1)9-7-26:02.

____ Rejects the State of Hawaii, Department of Land and Natural Resources' offer of $900,000 for the property identified as TMKs (1)9-7-25:02 and (1)9-7-26:02.

________________________________________________________________________

Douglas C. Smith    Date

cc: Land Board Member
    Central Files
    District Files
Dear Consultant POC:

Subject: Intent to Award Professional Services Contract for

Project Title
D.A.G.S. Job No. XX-XX-XXXX

Your fee of $XXXXXX for ______ (planning, design, CM, etc.) services to ____________ (scope of work) has been approved. Your costs for this project will be handled under our contract (DAGS Job NO. XX-XX-XXXX). Due to the need to encumber the funding for this contract and the short time frame remaining to complete the necessary paperwork and certifications, it has become necessary to issue you this Intent to Award prior to the final execution of the contract.

You will be contacted when your contract is ready for execution.

If you have any questions, please call ________________ of our Planning Branch at ________.

Sincerely,

James. K. Kurata
Public Works Administrator
Consultant Name
Consultant Address

Dear Consultant POC:

Subject: Intent to Award Professional Services Contract for
Project Title
D.A.G.S. Job No. XX-XX-XXXX

A not to exceed fee of $XXXXXX for ______ (planning, design, CM, etc.) services to
__________ (scope of work) has been approved. Your costs for this project will be
handled under our contract (DAGS Job NO. XX-XX-XXXX). Due to the need to encumber
the funding for this contract and the short time frame remaining to complete the detailed
fee negotiations and the necessary paperwork and certifications, it has become
necessary to issue you this Intent to Award prior to the final execution of the contract.

We will continue to work to complete the fee negotiation and approval process, and you
will be contacted when your contract is ready for execution.

If you have any questions, please call _______________ of our Planning Branch at
__________.

Sincerely,

James. K. Kurata
Public Works Administrator
Dear Consultant POC:

Subject: Intent to Amend Professional Services Contract for

Project Title
Contract Number _________________
D.A.G.S. Job No. XX-XX-XXXX

We are issuing this letter of intent to amend your existing contract because we cannot complete the execution of a contract amendment by the June 30, _____, funds lapse date. We note that:

1. The amendment (Amendment No. _____), which will add $XXXXXX from Act XXX, SLH XXXX, Item _____, _________ (appropriation symbol), has been approved. These funds will be for ________ (planning, design, CM, etc.) services to _________ (scope of work).

2. The inclusion of the $XXXXXX will allow us the opportunity to encumber the allotted free balances from _____________ (appropriation symbol) should they become necessary in the future.

If you have any questions, please call _______________ of our _________ Branch at _________.

Sincerely,

(Name)
(Title)
NOTICE TO BIDDERS

SEALED BIDS (Chapter 103D, HRS) For:

KAHUKE ELEMENTARY SCHOOL BUILDING C CAFETERIA
SHELTER HARDENING
DAGS JOB NO. 12-14-7698

Will be received at the Department of Accounting and General Services, Public Works Division Office, fourth floor of the Kalanimoku Building, Room 426, 1151 Punchbowl Street, Honolulu, Hawai‘i. A compact disk which contains the Solicitation, Offer and Contract Forms, drawings, and specifications may be obtained from the Public Works Division office, Kalanimoku Building, Room 422. The solicitation documents may also be available in electronic format from the Department’s website at http://pwd.hawaii.gov/bidding/. Due to the COVID-19 situation/incident and the recommendations in effect for social distancing, bidders are advised to access the documents via our website. Bidders are strongly discouraged from picking up CDs to support social distancing and due to possible limited building access or closure of DAGS’ office to the public.

Submit the Competitive SOLICITATION, OFFER AND CONTRACT FORM up to 2:00 PM, Thursday, June 4, 2020. At that time, bids will be publicly opened. Bids received after the due time and date will not be considered.

The work generally consists of installing structural bracing and tie downs, removing and replacing finishes required for access, installing debris protection over windows, painting, and miscellaneous other work.

The estimated construction cost is between $200,000 and $500,000.

See SECTION 00800 - SPECIAL CONDITIONS, for Contractor’s access to site to view conditions during bidding.

The estimated value of the public works contract is $250,000 or more and the apprenticeship agreement preference pursuant to Hawaii Revised Statutes §103-55.6 (ACT 17, SLH 2009) shall apply.

The Hawaii products preference pursuant to ACT 175, SLH 2009 may be applicable for items of this solicitation. Persons wishing to certify and qualify a product not currently listed as a Hawaii Product shall submit a Certification for Hawaii Product Preference (form SPO-38) to: Department of Accounting and General Services, Public Works Division, 1151 Punchbowl Street, Room 426, Honolulu, Hawaii, Attn: Jolie Yee. The product shall meet the specifications of this project. The submittal must be received by DAGS by 4:30 PM on May 20, 2020. View the current Hawaii Products List on the State Procurement Office (SPO) website at http://spo.hawaii.gov/for-vendors/hawaii-product-preferences/.

For each product, one form shall be completed and submitted (i.e. 3 products should have 3 separate forms completed). The form is available on the SPO webpage at http://spo.hawaii.gov/all-fcrms/.

Late submittals for this solicitation will not be reviewed by this agency.
NOTICE OF REQUEST FOR PROPOSALS
12-20-2701 (Part 1)
FOR A
DESIGN-BUILD CONSTRUCTION PROJECT
NEW PATIENT FACILITY
AT THE HAWAII STATE HOSPITAL in KANEHOE, HAWAI‘I

This Design-Build Request for Proposals (RFP) 12-20-2701 is being conducted in two (2) parts, in accordance with Chapter 103D-303 of the Hawai‘i Revised Statutes (HRS). QUALIFICATIONS PROPOSALS responding to Part 1 of the RFP will be accepted up to 2:00 P.M., Hawai‘i Standard Time (HST) on May 15, 2017.

The work generally consists of the design and construction of a secure, state of the art Forensic Adult Mental Health Facility to accommodate 144-beds, with approximately 180,000 square feet of floor area, with net programmed area of 91,000 square feet at the former Goddard building site, plus additional related site improvements. The estimated cost is between $100 million and $150 million.

Part 1 of RFP 12-20-2701 may be downloaded at http://pwd.hawaii.gov/category/bids/ Qualifications Proposals shall be delivered to the Department of Accounting and General Services (DAGS):
Department of Accounting and General Services, Public Works Division, Room 426, 1151 Punchbowl Street, Honolulu, Hawai‘i, 96813, located on the fourth floor of the Kalanimoku Building. A CD, DVD, or USB-drive (thumb drive) which contains the Qualifications Proposal materials described herein must be submitted, and must be accompanied by an original plus eight (8) hardcopies as described herein. The Qualifications Proposal materials must be received by the time and date referenced above. Proposals must be placed in an envelope or other sealed, opaque container and clearly identified with the name and address of the Offeror, and the RFP number and title.

Pursuant to HRS §103D-303.5, the RFP, Part 1 Pre-Proposal Conference will be held on April 27, 2017 at 10:00 A.M., HST. The location of the conference and the instructions for attending are contained in Part 1 of the RFP SECTION 7.1 Qualifications Pre-Proposal Conference. All potential interested Offerors, general contractors, architects, engineers, planners, subcontractors, and union representatives are invited to attend.

The deadline to submit REQUESTS FOR CLARIFICATION of the requirements of this RFP, Part 1 is 2:00 P.M., HST on May 1, 2017. All clarification requests shall be submitted in written form to the address above or via e-mail: public.works.technical.services.office@hawaii.gov. Subject Line: “Hawaii State Hospital, RFP 12-20-2701”.

Qualifications Proposals shall only be delivered to the DAGS, Public Works Division address above. Proposals delivered to other DAGS offices will not be accepted.

RODERICK K. BECKER
COMPTROLLER
State of Hawaii

Posting Date: April 18, 2017
TO: Chief Procurement Officer

FROM: Name of Requesting Department

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

1. Describe the goods, services, or construction to be procured.

<table>
<thead>
<tr>
<th>2. Vendor/Contractor/Service Provider Name:</th>
<th>3. Amount of Request:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>4. Term of contract (shall not exceed 12 months), if applicable:</th>
<th>5. Prior SPO-001, Sole Source (SS) No.:</th>
</tr>
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<tbody>
<tr>
<td>From: ___________________________ To: ________________________</td>
<td>___________________________________</td>
</tr>
</tbody>
</table>

6. Describe in detail the following:

   a. The unique features, characteristics, or capabilities of the goods, service or construction.

   b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department.
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.

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.

9. 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).

<table>
<thead>
<tr>
<th>Name</th>
<th>Division/Agency</th>
<th>Phone Number</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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

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

________________________________________  ____________________
Department Head Signature                  Date
For Chief Procurement Officer Use Only

Date Notice Posted: ____________
Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

SAMPLE ONLY

☐ Approved  ☐ Disapproved  ☐ No Action Required

Chief Procurement Officer Signature  Date
STATE OF HAWAII
REQUISITION & PURCHASE ORDER
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

DIVISION OF PUBLIC WORKS

NOTICE TO VENDORS
Conditions of purchase are listed on the back side of this purchase order. Please read carefully. Payments may be delayed if all steps are not followed.

CONTRACT FURNISHERS OF HAWAII INC. DBA OFFICE PAVILION
1240 ALA MOANA BOULEVARD
SUITE 600
HONOLULU, HI 96815-0000

The State of Hawai‘i is an EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION employer. We encourage the participation of women and minorities in all phases of employment.

Contract Furnishers of Hawaii Inc., dba Office Pavilion
1240 Ala Moana Boulevard
Suite 600
Honolulu, HI 96815-0000

P.O. ENCUMBERANCE WILL LAPSE ON JUNE 30, 2023.

<table>
<thead>
<tr>
<th>QUAN.</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>OBJECT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>FURNISH, DELIVER &amp; INSTALL THE ITEMS BELOW IN ACCORDANCE WITH THE SOLICITATION DOCUMENTS FOR THE KONA JUDICIARY COMPLEX-FURNITURE &amp; EQUIPMENT, DAGS JOB NO. 11-21-7673 &amp; YOUR QUOTE SUBMITTED ON 10-11-18: TOTAL LUMP SUM BID GROUP 3 - SEATING &amp; MISC. DELIVER TO PROJECT SITE BETWEEN JUNE 28 - JULY 26, 2019. CONTACT MR. MILES TAGAWA, DAGS HAWAI'I DISTRICT OFFICE AT (808)322-1518 TO SCHEDULE AND COORDINATE DELIVERY.</td>
<td></td>
<td></td>
<td>722436.32</td>
</tr>
</tbody>
</table>

REQUISITIONER: 586-0520
TELEPHONE:

VOUCHER NUMBER: 36
AUTHENTICATED BY: 36
TOTAL: 722436.32

WORMS/GOODS RECEIVED IN GOOD ORDER AND CONDITION BY DATE: 36
AUTHORIZED SIGNATURE: 36

FOR DEPARTMENT USE ONLY

VENDOR NUMBER: 0000002649-06

STATE ACCOUNTING FORM C-03
JULY 1, 1993 (REVISED)
Dear Consultant POC:

Subject: Intent to Award Contract for

Project Title
D.A.G.S. Job No. XX-XX-XXXX

We have determined your offer submitted for the subject project on ________ (date), to be the _____________ (lowest responsive and responsible offer/most advantageous to the State/etc.) and are hereby issuing this letter to inform you of the State’s intent to award the construction contract for this project to ______________ (Contractor) for the total award price of $XXXXXXX conditional upon blanket encumbrance of funds.

Due to the need to encumber the funding for this contract and the short time frame remaining to complete the necessary paperwork and certifications, it has become necessary to issue you this Intent to Award prior to the final execution of the contract.

You will be contacted when your contract is ready for execution.

If you have any questions, please call _____________ of our ______ Branch at ________.

Sincerely,

(Name)
(Title)
April 19, 2018

Ms. Cheryl Vasconcellos
Executive Director
Hana Health
P.O. Box 807
Hana, Hawaii 96713

Dear Ms. Vasconcellos:

I am pleased to inform you that I am releasing $500,000 in general obligation bond funds appropriated by Act 119, SLH 2015, as amended by Act 124, SLH 2016, for a grant to Hana Health, Hawaii. I understand the funds will be used for plans (identified as Phase 1 of the project) of a new expanded Hana Health Center, which will provide a variety of health services to the community of Hana, Maui.

The Department of Accounting and General Services (DAGS) is the expending agency for the grant. Please contact DAGS to facilitate the release of funds.

Sincerely,

[Signature]

DAVID Y. IGE
Governor, State of Hawaii

c: Roderick K. Becker, Comptroller
EXHIBIT C

Sample Reporting Document

See attached form for reporting requirements. In particular, the appropriation codes and the specific appropriation amounts must be specified. Please use separate forms for operating and CIP contracts. Excel spreadsheet template available on DAGS website at: http://pwd.hawaii.gov/
<table>
<thead>
<tr>
<th>User Dept</th>
<th>Project Name</th>
<th>Description</th>
<th>Priority (Select)</th>
<th>Dept. ID No.</th>
<th>Act</th>
<th>Year</th>
<th>Item No.</th>
<th>MOF</th>
<th>Appropriation Symbol</th>
<th>Appropriation</th>
<th>Blanket Encumbrance Amount</th>
<th>Type of Procurement (Select)</th>
<th>Encumbrance Document (Select)</th>
<th>Project Status</th>
<th>Allotment Status (Y/N)</th>
<th>Anticipated Expenditure Start (MM/YY)</th>
<th>Anticipated Expenditure End (MM/YY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGS</td>
<td>STATE CAPITOL BUILDING, OAHU</td>
<td>REPAIR METAL SOFFITS</td>
<td>Allow</td>
<td>6 2-10-0870</td>
<td>40</td>
<td>17</td>
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**SAMPLE ONLY**
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<th>Year</th>
<th>Item No.</th>
<th>MDF</th>
<th>Appropriation Symbol</th>
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<th>Blanket Encumbrance Amount</th>
<th>Type of Procurement (Select)</th>
<th>Encumbrance Document (Select)</th>
<th>Project Status</th>
<th>Allotment Status (Y/N)</th>
<th>Anticipated Expenditure Start (MM/YY)</th>
<th>Anticipated Expenditure End (MM/YY)</th>
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SAMPLE ONLY