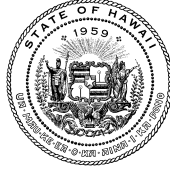


DAVID Y. IGE
GOVERNOR



CURT T. OTAGURO
COMPTROLLER


AUDREY HIDANO
DEPUTY COMPTROLLER

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

May 22, 2020

COMPTROLLER'S MEMORANDUM NO. 2020-10

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
 - a. Work necessary for overall disaster response/public safety.
 - 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

SAMPLE ONLY

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 Honouliuli, 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.

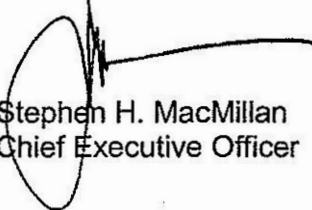
In the September Letter Agreement, the State and the Estate identified the locations of the 40 acres which will satisfy one of the pre-conditions including Parcels 4 and 5, containing an aggregate area of approximately 13.5 acres, to be used for the Kapolei Judiciary Complex. The State and the Estate 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

SAMPLE ONLY

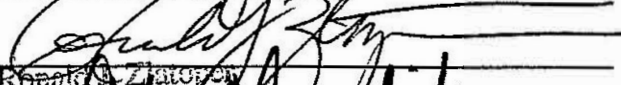
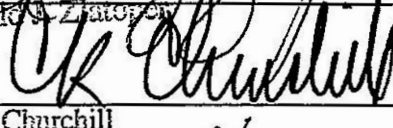

If the foregoing correctly sets forth the agreements we have reached, please sign the enclosed copy of this letter in the space provided below and return it to the undersigned.

Very truly yours,

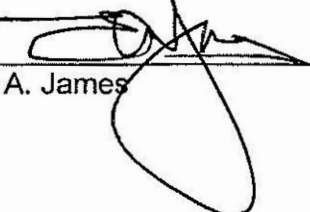

Stephen H. MacMillan
Chief Executive Officer

APPROVED:

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


Ronald S. Zastrow

C. R. Churchill

D. A. Heenan

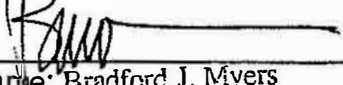
Approved as to Form
Carlsmith Ball LLP

By 
Eric A. James

KAPOLEI PROPERTY DEVELOPMENT LLC

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

By 
Name: Donna L. Smith
Title: President

By 
Name: Bradford J. Myers
Title: Senior Vice
President/Treasurer

SAMPLE ONLY

Agreed and accepted:

THE JUDICIARY, STATE OF HAWAII

By Thomas R. Keller
Thomas R. Keller
Administrative Director of the Courts

APPROVED AS TO FORM:

Susan Gochros
Susan Gochros
Judiciary Staff Attorney

BOARD OF LAND AND NATURAL
RESOURCES

By Peter T. Young
Peter T. Young
Its Chairperson

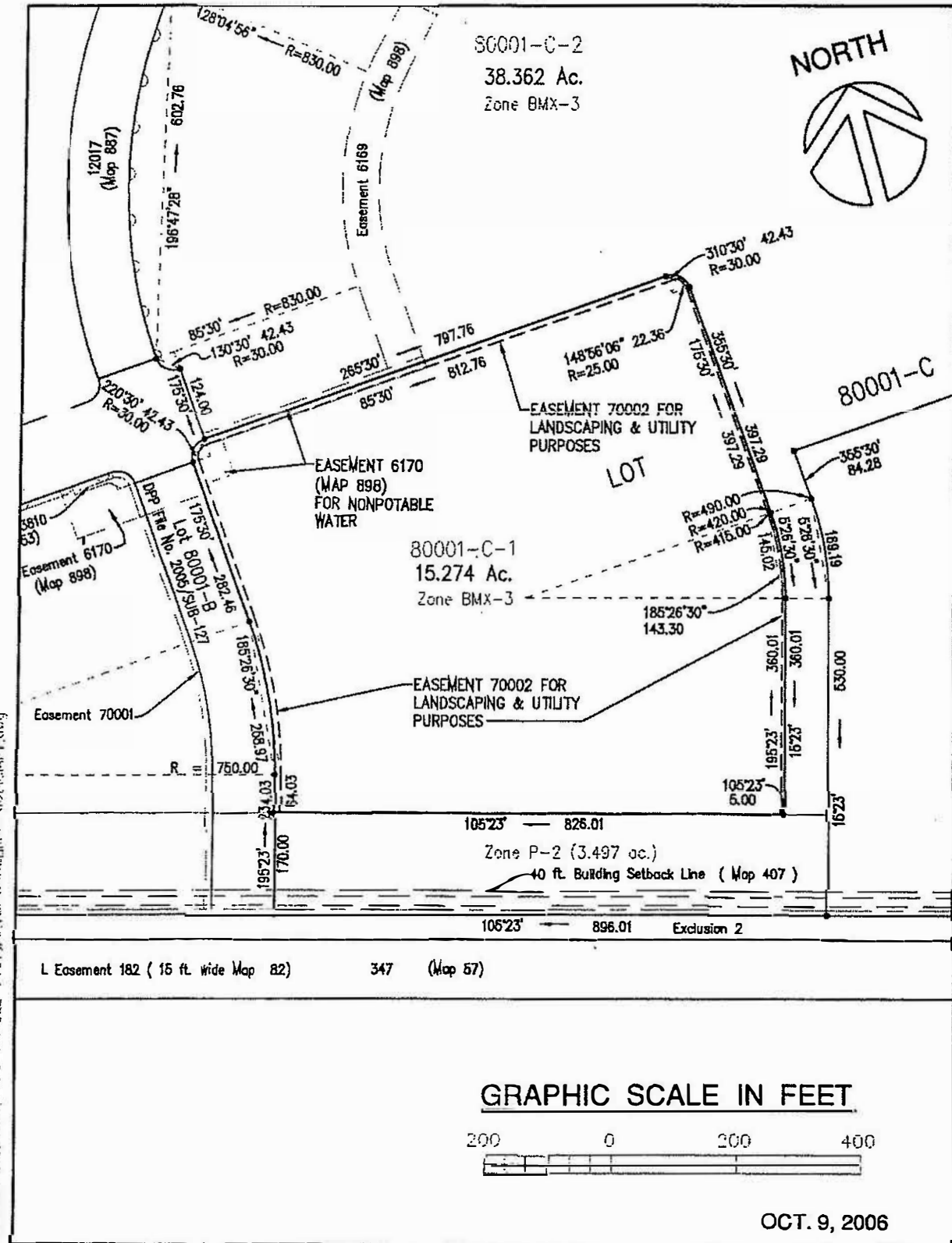
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES

By Russ K. Saito
Russ K. Saito
Its Comptroller

APPROVED AS TO FORM:

Brian Aburano
Deputy Attorney General

SAMPLE ONLY



Set by: [unclear] on 10/2/06
Reviewed: [unclear] on 10/2/06
Map 82 (15 ft. wide Map 82) 347 (Map 57)

SAMPLE ONLY

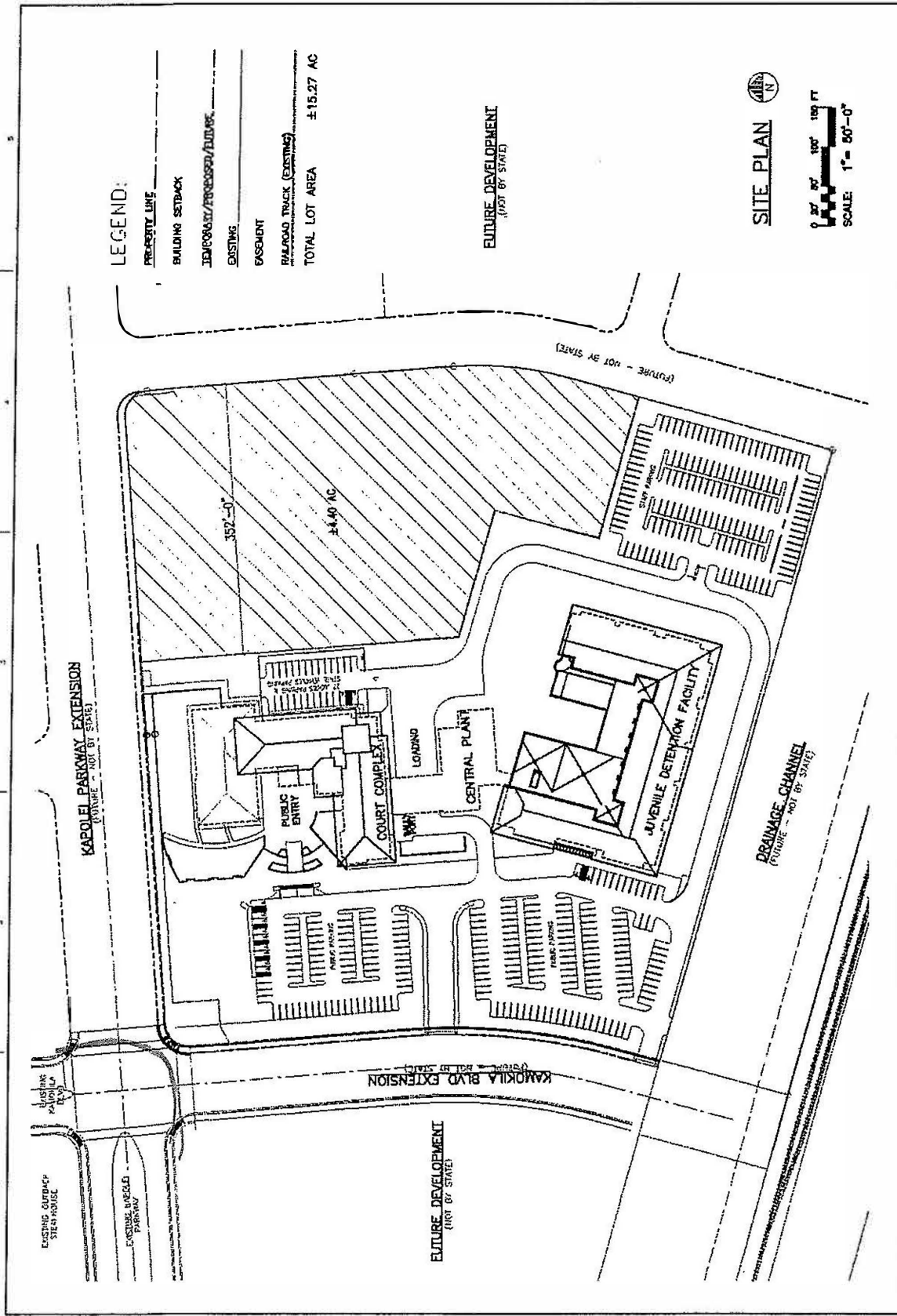


Exhibit "A-1"

SAMPLE ONLY

LINDA LINGLE
GOVERNOR



RUSS K. SAITO
COMPTROLLER

STATE OF HAWAII

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P.O. BOX 119, HONOLULU, HAWAII 96810

(P)1127.7

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, DAGS 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,

A handwritten signature in cursive script, reading "Russ K. Saito".

RUSS K. SAITO
State Comptroller

Mr. Bradford J. Myers, President
(P)1127.7
Page 2

SAMPLE ONLY

CK:vca

c: The Honorable Mark Bennett, Attorney General
The Honorable Ronald T.Y. Moon, Chief Justice
Mr. Robert E. Strand, Esq.

2 Enclosures

1. Duplicate copy of this letter
2. Return Address Envelope

ACCEPTANCE:

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

<u>Property</u>	<u>Tax Map Key No.</u>	<u>Area</u>	<u>Value</u>
Lot 80001-C-1 (portion)	(1) 9-1-16:01 (Portion)	4.3 acres	\$3,800,000.00

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

LINDA LINGLE
GOVERNOR OF HAWAII



PETER T. YOUNG
CHAIRPERSON
BOARD OF LAND AND NATURAL RESOURCES
COMMISSION ON WATER RESOURCE MANAGEMENT

ROBERT K. MASUDA
DEPUTY DIRECTOR - LAND

DEAN NAKANO
ACTING DEPUTY DIRECTOR - WATER

AQUATIC RESOURCES
BOATING AND OCEAN RECREATION
BUREAU OF CONVEYANCES
COMMISSION ON WATER RESOURCE MANAGEMENT
CONSERVATION AND COASTAL LANDS
CONSERVATION AND RESOURCES ENFORCEMENT
ENGINEERING
FORESTRY AND WILDLIFE
HISTORIC PRESERVATION
KAHOOLAWE ISLAND RESERVE COMMISSION

**STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES
LAND DIVISION**

POST OFFICE BOX 621
HONOLULU, HAWAII 96809

May 12, 2005

CERTIFIED MAIL
9389 8074

Ref. No.: 05OD-063
Author: LD-gc

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.

SAMPLE ONLY 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

SAMPLE ONLY

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

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

SAMPLE ONLY

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

SAMPLE ONLY

Consultant Name
Consultant Address

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 \$XXXXXXX 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 \$XXXXXXX 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)

SAMPLE ONLY

NOTICE TO BIDDERS

SEALED BIDS (Chapter 103D, HRS) For:

**KAHUKU 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-forms/>.

Late submittals for this solicitation will not be reviewed by this agency.

SAMPLE ONLY



**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 KANEOHE, HAWAII**

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.

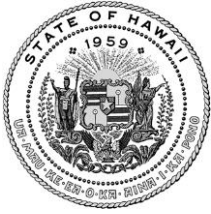
Pursuant to HRS §103D-303.5, the RFP, Part 1 Pre-Proposal Conference will be held on **April 27, 2017 at 10:00 A.M., HST.** The location of the conference and the instructions for attending are contained in Part 1 of the RFP SECTION 7.1 Qualifications Pre-Proposal Conference. All potential interested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



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

SAMPLE ONLY

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.

2. Vendor/Contractor/Service Provider Name:

3. Amount of Request:

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

5. Prior SPO-001, Sole Source (SS) No.:

From: _____ To: _____

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

SAMPLE ONLY

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).

Name	Division/Agency	Phone Number	E-mail Address

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

ORGANIZATION

CON/HDO

FUNCTION AND ACTIVITY

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 96814-0000

PURCHASE
ORDER NO.

425307

Date **JANUARY 14, 2019**

Deliver Before

DELIVERY ADDRESS

POSTED

BILLING ADDRESS

DAGS-PUBLIC WORKS DIV.
P.O. BOX 119
HONOLULU, HI 96810-0119

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

QUAN.	UNIT	DESCRIPTION	OBJECT	UNIT PRICE	AMOUNT
		<p>FURNISH, DELIVER & INSTALL THE ITEMS BELOW IN ACCORDANCE WITH THE SOLICITATION DOCUMENTS FOR THE KONA JUDICIARY COMPLEX-FURNITURE & EQUIPMENT, DAGS JOB NO. 11-21-7673 & YOUR QUOTE SUBMITTED ON 10-11-18:</p> <p>TOTAL LUMP SUM BID GROUP 3 - SEATING & MISC.</p> <p>DELIVER TO PROJECT SITE BETWEEN JUNE 28 - JULY 26, 2019.</p> <p>CONTACT MR. MILES TAGAWA, DAGS HAWAII DISTRICT OFFICE AT (808)322-1518 TO SCHEDULE AND COORDINATE DELIVERY.</p> <p>P.O. ENCUMBRANCE WILL LAPSE ON JUNE 30, 2023.</p>			722436.32

REQUISITIONER: *[Signature]* TELEPHONE: 586-0520

VOUCHER NUMBER: AUTHENTICATED BY: *[Signature]* TOTAL: 722436.32

GOODS/SERVICES RECEIVED IN GOOD ORDER AND CONDITION BY: DATE: AUTHORIZED SIGNATURE: *[Signature]*

REQUISITION NO.		FOR DEPARTMENT USE ONLY	
VENDOR			
NUMBER	SFX		
XXXXXXXXXXXX	XX		
0000082649 00			

SFX	TC	F	YR	APP	D	OBJECT	CC	PROJ. NO.	PH	ACT	ESTIMATED COST	ACTUAL COST	M	R	OPT DEPT DATA
XX	XXX	X	XX	XXX	XX	XXXX	XXXX	XXXXXX	XX	XXX	XXXXXXXXXXXX	XX	XXXXXXXXXXXX	XX	XXXXXXXXXXXX
01	21	B	18	814	M	7792				036	722436.32				3B11121767

VENDOR

17313

STATE ACCOUNTING FORM C-03
JULY 1, 1983 (REVISED)

SAMPLE ONLY

Consultant Name
Consultant Address

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 \$XXXXXX 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)



EXECUTIVE CHAMBERS
HONOLULU

DAVID Y. IGE
GOVERNOR

April 19, 2018

Ms. Cheryl Vasconcellos
Executive Director
Hana Health
P.O. Box 807
Hāna, 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 Hāna Health, Hawaii. I understand the funds will be used for plans (identified as Phase 1 of the project) of a new expanded Hāna Health Center, which will provide a variety of health services to the community of Hāna, 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,

DAVID Y. IGE
Governor, State of Hawai'i

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/>

User Dept.	Project Name	Description	Priority (Select)	Dept. ID No.	Act	Year	Item No.	MOF	Appropriation Symbol	Appropriation	Blanket Encumbrance Amount	Type of Procurement (Select)	Encumbrance Document (Select)	Project Status	Allotment Status (Y/N)	Anticipated Expenditure Start (MM/YY)	Anticipated Expenditure End (MM/YY)	
(SAMPLE)	AGS	STATE CAPITOL BUILDING, OAHU	REPAIR METAL SOFFITS	Allow	6 2-10-0870	49	17	K-35	C	G17400M	\$ 4,000,000	\$ 1,000,000	Competitively Sealed Bidding	Notice to Bidders	Notice to Bidders scheduled for 6/4/2020	Y	8/20	12/20
SAMPLE ONLY																		

User Dept.	Project Name	Description	Priority (Select)	Dept. ID No.	Act	Year	Item No.	MOF	Appropriation Symbol	Appropriation	Blanket Encumbrance Amount	Type of Procurement (Select)	Encumbrance Document (Select)	Project Status	Allotment Status (Y/N)	Anticipated Expenditure Start (MM/YY)	Anticipated Expenditure End (MM/YY)	
(SAMPLE)	AGS	ETS ROUND TOP RADIO FACILITY	TOWER AND FACILITY REPLACEMENT	Priority	1 2-10-0942	53	18	K-6	C	818458M	\$ 1,007,000	\$ 500,000	Professional Services	Letter of Intent to Award	Ready to encumber design project upon funds allotment.	Y	8/20	8/22

SAMPLE ONLY

SAMPLE ONLY