



**STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE**

TO: Chief Procurement Officer

FROM: Paia Kanaloa 'Āina - Land Department
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.
Leasing and property management services at OHA's potential properties located at 500 N. Nimitz Highway and 501 Sumner St., Honolulu, HI 96818.

2. Vendor/Contractor/Service Provider Name: Jones Lang LaSalle Incorporated (JLL)	3. Amount of Request: \$51,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>10/1/2021</u> To: <u>3/31/2022</u>	5. Prior SPO-001, Sole Source (SS) No.:

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.
OHA is currently in a negotiations for real estate acquisition for 500 N. Nimitz Highway and a portion of 501 Sumner St, Honolulu, HI 96818. Currently, JLL provides the property management and leasing services for the referenced properties. Once the transaction is completed, the leasing and property management services by JLL will need to be maintained in the interim until OHA completes a full, competitive procurement of a property management and leasing broker for the properties. JLL also has historical and current information on the referenced properties, which will need to transitioned to the procured property management and leasing vendor once OHA's procurement is completed.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
Maintaining the current property management and leasing broker at the referenced properties will allow continuity in the business operations for the current tenants serviced, which will become the responsibility of OHA once the purchase transaction is completed. In addition, the transfer of property management and leasing information from JLL to the OHA-procured leasing and property management vendor will allow a smooth transition for the future oversight of the referenced properties.

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.

JLL has been the property management and leasing vendor by the current ownership, Seritage Growth Properties. They are most familiar with the properties and the historical/current management processes.

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 property management and leasing vendors would need the current processes, projects, and issues being addressed at the properties, of which only JLL has the complete information. In addition, OHA would need to go through an open procurement process to acquire a leasing and property management broker, which the agency is not afforded the time to complete, being that the transaction closing is set for September 30, 2021, if approved by the OHA Board of Trustees.

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
Chris Stanley	Financial Assets	(808) 594-1833	chriss@oha.org
Farah Cabrera	Land Assets	(808) 594-0230	farahc@oha.org

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

Sep 22, 2021

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:

Approved

Disapproved

No Action Required

Carmen Helen Lindsey

Sep 23, 2021

Chief Procurement Officer Signature

Date