

10 OCT 22 P1:50



STATE PROCUREMENT OFFICE  
NOTICE OF AND REQUEST FOR EXEMPTION  
FROM CHAPTER 103D, HRS

- 1. TO: Chief Procurement Officer
- 2. FROM: DBEDT/Hawaii Community Development Authority

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:  
 Trimming and coconut fruit removal of all coconut trees within HCDA's Kakaako Parks (Parks). HCDA's Parks has approximately 380 coconut trees. During a recent Parks inspection, several softball-sized coconuts were spotted in trees located throughout the Parks. Coconut trees in the Parks are routinely trimmed of fruit and fronds twice a year.

4. Name of Vendor: Smalt & Company, Inc.  
  
 Address: 1750 Kalakaua Ave., Suite 3-263  
 Honolulu, Hawaii 96826

5. Price:  
 \$12,148.60

6. Term of Contract: From: 10/25/10 To: 11/5/10

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:  
 N/A. HCDA issued a HePS procurement to solicit necessary coconut tree-trimming services.

HCDA is submitting this Notice and Request For Exemption because it has issued a HePS solicitation for a long-term contract to provide landscape maintenance services for the same Parks that includes tree-trimming. However, HCDA cannot wait until the projected Notice to Proceed date because the coconut fruit and fronds must be cut down as soon as possible.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:  
 HCDA issued a HePS procurement to solicit the coconut tree-trimming services. Twelve vendors submitted bids and Smalt & Company, Inc. appears to be the lowest responsible bidder.

**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)**

10. A description of the agency's internal controls and approval requirements for the exempted procurement:  
 HCDA issued a HePS small purchase solicitation and will award the contract to the lowest responsible bidder through HePS. All staff working on this matter have attended the necessary procurement training.

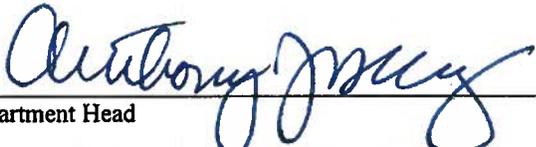
12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:

Name	Position	Involvement in Process	
Richard Kuitunen	Asset Manager	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Chris Sadayasu	Compliance Assurance Officer	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Chong Gu	Administrative Services Officer	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Anthony Ching	Executive Director	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

13. Direct inquiries to: Department: DBEDT/HCDA  
 Contact Name: Chris Sadayasu  
 Phone Number: 594-0343  
 Fax Number: 594-0299

Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*

 10-22-2010  
 \_\_\_\_\_  
 Department Head Date

**Reserved for SPO Use Only**

15. Date Notice Posted 10/22/10

The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to: Chief Procurement Officer  
 State Procurement Office  
 P.O. Box 119  
 Honolulu, Hawaii 96810-0119

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

Chief Procurement Officer's comments:

This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply. Department is reminded that this award is required to be posted on the Awards Reporting System.

18.

APPROVED     DISAPPROVED     NO ACTION REQUIRED

James S. Payne    11/1/2010  
Chief Procurement Officer    Date