

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

'04 OCT 22 P 2 :45

TO: Chief Procurement Officer

STATE PROCUREMENT OFFICE
STATE OF HAWAII

FROM: Transportation/Highways/Oahu District Office
(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:

Description of goods, services, or construction:

To order auto parts and supplies for repair & maintenance of the vehicles and equipment in Oahu District Office, Highways Division.

Name of Vendor: Allied Machinery, Aloha Automotive Dist., Cutter Chevrolet, | Cost: \$100,000 (Estimate)
Genuine Parts Co., Servco Auto Parts Center, Larry's Auto Parts,
Pacific Jobbers Warehouse, Inc., Redline Auto Parts, Automotive
Warehouse, Inc.

Address: Please refer to the list attached. |

Term of Contract: From: Nov. 1, 2004 To: Oct. 31, 2005 | Prior Exemption Ref. No. (if applicable)
| N/A

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

The District has a fleet of approximately 250 trucks/sedans/vans/suburbans and 125 equipment tractors, mowers, generators, sweepers, etc. of various makes, types and models. The District does not have the manpower required to inventory every possible part for every vehicle and make a determination on the quantity required. The District cannot anticipate nor determine what vehicle/equipment, type, make or model will require repairs.

Per our procurement records, the parts and supplies needed each time are normally of small amounts, and sometimes only available from the authorized dealers in order to maintain warranties.

Details of the process or procedure to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

Based on our operational practice and experience, the District presently issues open purchase orders for the various vendors of the industry as listed on a monthly basis. This purchasing practice allows the District to do business efficiently with the vendors nearby so that they can make timely delivery of the parts and supplies needed.

A description of the agency's internal controls and approval requirements for the exempted procurement:

The Motor Pool personnel determine if parts and/or repair services are needed to maintain the fleet in operational readiness for the public health and safety of the state roadways.

The amounts on the purchase orders issued to various vendors are normally limited to \$900 each to minimize authorized spending on each individual vendor. The District may adjust orders on a monthly basis according to its needs for the parts and supplies.

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

- Gerald Taira Heavy Veh/Construction Equip. Mech.
- Harry Akisada, Automotive Technician
- Howard Higa, Auto Mech. Supv.
- George Abcede, Maint. Engineer
- Colleen Miyano, Business Serv. Supv
- Pratt Kinimaka, Engineering Progr. Mgr.
- Martin Okabe, Engineering Program Manager
- Glenn Yasui, Highways Administrator

Direct questions to: Pratt M. Kinimaka

Phone Number: 831-6703

This exemption should be considered for list of exemptions attached to Chapter 3-120, HAR: Yes No

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

J. H. Ho
Contracts
Engineer

10/21/04
Sharon M. Jones 10/15/04

Department Head or Designee Date
Administrator

Title (If other than Department Head)

Chief Procurement Officer's Comments:

The State Procurement Office recognizes the problem agencies face with the procurement of auto parts and supplies for their vehicles. Therefore, the State Procurement Office will be working with the agencies to develop a requirements type contract to address the procurement of these items.

Until a contract can be awarded, it is recommended that DOT continue to follow small purchase procurement procedures.

Please ensure adherence to applicable administrative requirements.

APPROVED

DISAPPROVED

Adam P. Fyfe 10/29/04

Chief Procurement Officer Date

cc: Administrator,
State Procurement Office