



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

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: DLNR/Engineering
Name of Requesting Department
SUBJECT: Request for Exemption

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

1. Describe the goods, services or construction. DIESEL FUEL AND CREDIT CARD SERVICES for one (1) vehicle on the island of Hawaii for DLNR Engineering Division.	
2. Vendor/Contractor Name : Hawaii Petroleum, Inc.	3. Amount of Request: \$ 1,200 (est.)
4. Term of Contract: From: 10/27/2011 To: 10/26/2012	5. Prior Exemption Reference No.: 11-067-D
6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means: This commodity is on SPO Price List Contract No. 11-05, entitled "Gasoline/Diesel Refueling & Gas Credit Card Services-Statewide," specifying Tesoro as the vendor. There are four (4) Tesoro stations on the island and only one (1), in Kona, dispenses diesel fuel. It is neither practical or feasible to commute to Kona to refuel the vehicle, which is based in Hilo. Normally staff refuels from the bulk tank at DOFAW Hilo Baseyard; however, staff member also conducts site visits and inspections at various locations throughout the island and periodically requires refueling "on the road." Again, it may be impractical and sometimes impossible to drive to only these two specific locations to refuel due to dispensing or tank maintenance issues, distance from station, etc. On the contrary, Hawaii Petroleum, Inc. has eight (8) stations throughout the island, all dispense diesel fuel. With the HFN card, staff can also refuel at Honokohau Harbor. On the island of Hawaii, DLNR Engineering estimates an annual expenditure of \$1,200.00.	
7. In selecting the vendor/contractor, explain in detail, the process the department will utilize to maximize fair and open competition: Staff will normally refuel at the DOFAW Hilo Baseyard or the one (1) Tesoro station that dispenses diesel fuel. For the periodic occasion when it is neither practical or possible to refuel at these two locations, we request to utilize Hawaii Petroleum, Inc. and its credit card to purchase diesel fuel at competitive unit prices. Unit prices on the receipts will be compared with unit prices of comparable fuel at other suppliers to ascertain that prices are competitive. It should be noted that Hawaii Petroleum, Inc. had been previously utilized via SPO Price List and they have been fair, competitive in fuel pricing, provided excellent customer service and offered good refueling location options.	

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process and has completed mandatory training. (Type over "example" and delete cells not used)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Carty Chang	Engineering	587-0230	Carty.S.Chang@Hawaii.gov
Juliet Kazanjian	Fiscal	587-0340	Juliet.Kazanjian@Hawaii.gov
Dennis Takahashi	Fiscal	587-0347	Dennis.I.Takahashi@Hawaii.gov

9. The department shall ensure adherence to applicable administrative and statutory requirements, and all requirements, approvals, and internal controls for this request are the responsibility of the department.

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


 Department Head Signature WILLIAM J. AILA, JR. 10/5/14
 Date

CHAIRPERSON
For Chief Procurement Officer Use Only

Date Notice Posted 10/24/2011

Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from date notice posted to:

Chief Procurement Officer
 State Procurement Office P.O.
 Box 119 Honolulu, Hawaii
 96810-0119

10. Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 10/27/11 to 10/26/12, on the limited occasions when it is not practical to refuel utilizing the SPO price list contract. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply and award is required to be posted on the Awards Reporting System.

Approved
 Disapproved
 No Action Required


 Chief Procurement Officer Signature 10/31/2011
 Date