



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

12 OCT 23 P 1:46

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Agriculture  
*Name of Requesting Department*

*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:  
Gasoline/Diesel Fueling & Gas Credit Card Services for staff based at the Captain Cook office.

2. Vendor/Contractor/Service Provider:	Various (Chevron, Tesoro)	3. Amount of Request:
		\$ \$3,500

4. Term of Contract From: 10/26/2012 To: 6/30/2013	5. Prior SPO-007, Procurement Exemption (PE):
--	---

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:  
There are no HFN fueling stations located in the vicinity of the Captain Cook Plant Industry office. The Division requests an exemption from PL 09-16 for the vehicles on the attached list but primarily for SH E857 that is based in Kona and any additional vehicles that may be acquired during FY13 to allow staff to conveniently fuel vehicles near the Captain Cook office without traveling approximately 15 miles to 45 miles to the two HFN stations in West Hawaii. Periodically, vehicles are exchanged between the Hilo and Kona offices, and East Hawaii staff travel to the Kona side and may also need to fill gas closer to the HDOA office in Captain Cook. The estimated gasoline purchase for the remaining fiscal year from October 2012 to June 2013 is \$3,500.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:  
The gas stations were selected for their close proximity to the HDOA-Plant Industry office. There are Tesoro and Chevron stations approximately 1.5 miles away from the HDOA Plant Industry Office. The West Hawaii HFN stations are approximately 15 to 45 miles away.

8. 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
Becky Azama	Plant Industry/HDOA	(808)973-9538	becky.n.azama@hawaii.gov
<i>Kevin Aragaki</i>	<i>ASO HDOA</i>	<i>973-9606</i>	<i>per email, 11/8/12</i>

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department. I certify that the information provided above is, to the best of my knowledge, true and correct.*

*Runeus Kohu*

Department Head Signature

*10/22/12*

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted:

*10/22/12*

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

The department may use SPO Price List Contract No. 13-14-SW whenever practicable. For situations where it is not practicable, approval is granted for the period 10/26/12 to 06/30/13 to allow the department to use the station that is closest to the remote areas such as the vicinity of the Captain Cook Plant Industry Office in obtaining the 87-grade regular unleaded gasoline. Department is reminded that pursuant to Comptroller Memorandum CM2012-19, purchases of premium 92-grade or mid 89-grade gasoline are strictly prohibited unless pre-approved by the Comptroller's Office. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express).

The department shall maintain an expenditure record for the purchase of fuel and shall post the total quarterly expenditure onto the Awards Reporting System within 7 days from the close of each quarter.

If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

Approved

Disapproved

No Action Required

*Clare J. Jui*  
Chief Procurement Officer Signature

*11/7/2012*  
Date