

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

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TO: Chief Procurement Officer

STATE PROCUREMENT OFFICE
STATE OF HAWAII

FROM: Department of Public Safety – Waiawa Correctional Facility
(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: Operation and maintenance services of the wastewater treatment plant at the Waiawa Correctional Facility.	
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Name of Vendor:	To be determined upon receipt of quotes	Cost:	Estimated <\$20,000.00
Address:			

Term of Contract:	From: Upon CPO approval	To: May 31, 2005 or upon contract execution whichever is sooner	Prior Exemption Ref. No. (if applicable)
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Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
Due to an oversight a new solicitation for these services could not be issued in a timely manner. The incumbent vendor is unable to agree to an extension for services.

Due to health and sanitation concerns, continuity of services is essential. Approval of this request will allow the department to issue a solicitation and award a contract for these services.

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

The program has been advised to obtain three quotes for the needed services for a period of up to four months, based on the specifications of the current contract using small purchase procedures. Compliance to ACT 216 SLH 2004 has been advised.

The lowest responsive, responsible bidder will be awarded the work.

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

The program will solicit three quotes from vendors for the required services and award to the lowest responsive, responsible bidder. Selected vendor shall comply with ACT 216, SLH2004.

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

Vernon Tanaka, Institution Facility Supervisor
 Walter Zaharevitz, Business Services Supervisor

Direct questions to: Marc Yamamoto	Phone Number: (808) 587-1215
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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.

Ronald T. Bunnif 1/18/05
 Department Head or Designee Date
 Interim Director
 Title (If other than Department Head)

Chief Procurement Officer's Comments:

The Department must ~~not~~ institute better administrative procurement oversight and controls on their correctional facilities.

Please ensure adherence to applicable administrative requirements.

APPROVED DISAPPROVED

Adam S. Fyfe 2/2/05
 Chief Procurement Officer Date

cc: Administrator,
 State Procurement Office