



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

15 JUN -2 P2:25

TO: Chief Procurement Officer

FROM: Hawaii Community Development Authority  
*Name of Requesting Department*

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

*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:  
Elevator repair for the elevator in the American Brewery Building at 547 Queen Street, Honolulu, HI 96813 including material, labor, taxes, etc.

2. Vendor/Contractor/Service Provider:	Kone Inc.	3. Amount of Request:
4. Term of Contract From:	1-Jun-15 <i>6/19/15</i>	To: 1-Jul-15
5. Prior SPO-007, Procurement Exemption (PE):		<i>See 6/3/15</i>

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:  
It is not practicable for HCDA to procure this service by competitive means because the service is only needed if the elevator malfunctions during a very limited gap period. The elevator at the American Brewery Building (ABB) received a 90 day construction service period on February 10, 2015 (Elevator inspection date) from Close Construction Inc., general contractor for the renovation of the ABB. Subcontractor, Otis Elevator, provided the service until May 10, 2015. Kone Inc. will be awarded the one-year contract from HCDA for the ABB Elevator Maintenance and Repair Contract which is scheduled to start on July 1, 2015. There is a gap from May 10-July 1, 2015 that HCDA doesn't have a repair contractor in place for the ABB elevator. The gap period was not anticipated because HCDA thought the 90 day construction service period would've started on March 16, 2015- when HCDA received the building for occupancy. Since March 2015, the elevator has been serviced twice for mechanical issues- one resulting in the elevator not being in service for 3 days.

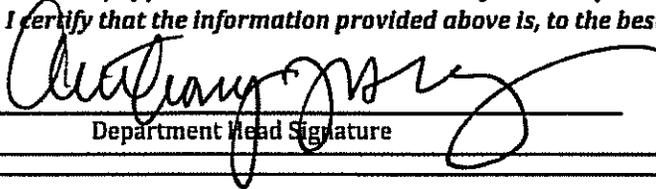
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:  
The HCDA will receive, as needed, emergency repair service from Kone Inc. during the gap period because Kone Inc. will be the service provider starting on July 1, 2015. The HCDA called other service providers such as Otis Elevator, ThyssenKrupp Elevator, and they are not willing to provide a short period of service for an agency they've never serviced before.

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
Sara Allen	DBEDT/HCDA	594-0305	sara.allen@hcdaweb.org
*Craig Uemura	DBEDT/HCDA	594-0303	cuemura@hcdaweb.org

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.



Department Head Signature

JUN 02 2015

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 6/3/15

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](mailto:state.procurement.office@hawaii.gov)

**Chief Procurement Officer (CPO) Comments:**

Approval is granted for the period 6/9/2015 to 6/30/2015 and is for the solicitation process only. Pursuant to HRS section 103D-310(c) and HAR section 3-122-112, the procuring officer shall verify compliance (i.e., vendor is required to provide proof of compliance) for all contracts awarded and the award is required to be posted on the Awards Reporting System. Copies of the compliance and the awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature

6/4/15

Date