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RUSH

05 MAY 12

Submit in Duplicate

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

STATE PROCUREMENT
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Land and Natural Resources-Division of Forestry and Wildlife-Oahu
(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 provide weekly cleaning for DOFAW Oahu District office.	DEPARTMENT OF LAND & NATURAL RESOURCES DIVISION OF FORESTRY AND WILDLIFE DISTRICT OFFICE
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Name of Vendor: The Maids Address: 931 University Avenue, Suite 301 Honolulu, Hawaii 96826	Cost: \$1,150.02 /week
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Term of Contract: From: <u>upon CFO approval</u> To: <u>6/30/06</u> Started from <u>1995</u> to <u>ongoing</u>	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:

This is a request for compliance with Act 216. Due to the time sensitive nature of the situation an exemption for compliance with Act 216 for the above mentioned, vendor is needed so as to having the DOFAW Oahu District office cleaned weekly.

The vendor is trying to comply with Act 216 regulations, yet the backlog at the Department of Taxation is making the acquisition of the required documents difficult.

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

N/A

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

The Division will comply with Act 216 within 30 days of the cleaning service.

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

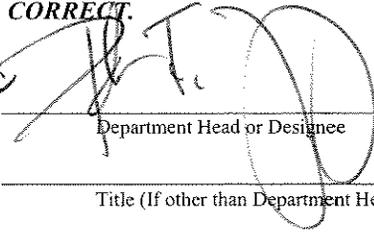
Patrick Costales, DOFAW-Oahu Branch Manager - Approval of contract.
Peter T. Young, Chairperson - DLNR - For approval of this Request for Exemption From Chapter 103D, HRS, SPO Form-7.

Direct questions to:
Patrick Costales, Branch Manager

Phone Number:
973-9787

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.

PC


Department Head or Designee

MAY 12 2005

Date

Title (If other than Department Head)

Chief Procurement Officer's Comments: This approval is given based on the Department of Taxation's backlog of processing applications for tax clearances. However, since this is a reoccurring service, the DLNR should consider issuing a solicitation for multiple years rather than using the small purchase method every year. For further information on this procurement process, contact Colin Tanaka at 586-0558.

Please ensure adherence to applicable administrative requirements.

APPROVED

DISAPPROVED



Chief Procurement Officer

5/12/05

Date

cc: Administrator,
State Procurement Office