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

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DLNR/DIVISION OF BOATING & OCEAN RECREATION  
(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: **Janitorial services for comfort stations at the Kauai District. Scrub sinks, commodes and urinals. Sweep and mop floors. Empty trash and replace liners, and fill paper goods twice a day (8:00 am and 3:00pm) at the following locations: Nawiliwili SBH, Port Allen SBH, Kikiaola SBH and Wailua Marina. Contractor will provide all needed janitorial supplies.**  
Nawiliwili SBH - 3 toilets, 2 sinks, 1 urinal  
Port Allen SBH - 4 toilets, 2 sinks, 1 urinal  
Kikiaola SBH - 2 toilets, 2 sinks  
Wailua Marina - 2 toilets, 3 sinks, 1 urinal

Name of Vendor: <b>ALL KAUAI CLEANING CO.</b> Address: <b>3169 OIHANA STREET LIHUE, HAWAII 96766</b>	Cost: <b>\$4,945.00/month</b>
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Term of Contract: From: <b>Upon CPO approval.</b> To:	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:

Details of the process or procedure to be followed in selecting the vendor to ensure maximum fair and open competition as practicable: **The division have solicited the help of the Procurement Office to have a formal Contract for Janitorial Services for all Comfort Stations in the Kauai district. In the meantime, the facilities should be clean at least twice daily to maintain clean and sanitary condition for health and welfare of the public. The requirement at the Small Boat Harbors and Ocean Management issues make it difficult for the Harbor Agents to fulfill this task anymore.**

Since, we do not know when a formal contract will materialize, we are asking permission to solicit a vendor that can meet our requirements to do the job, and pay for their services with a purchase order till the Contract is processed.

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

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

Direct questions to: **Kevin Yim** Phone Number: **587-1979**

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.

*[Signature]*  
Department Head or Designee Date  
**Dep. Director**  
Title (If other than Department Head)

Chief Procurement Officer's Comments:  
This approval is given until March 1, 2006, or until a new contract is executed, whichever is sooner. This approval is also for the solicitation process only, chapter 103D-310, HRS, shall apply.

Please ensure adherence to applicable administrative requirements.

APPROVED  DISAPPROVED

*[Signature]* **11/14/05**  
Chief Procurement Officer Date

cc: Administrator,  
State Procurement Office