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

1. TO: Chief Procurement Officer

2. FROM: Business, Econ. Dev. & Tourism/Foreign-Trade Zone No. 9

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:

3. Description of goods, services or construction:

Provide forklift maintenance services for the Foreign-Trade Zone (FTZ) Division.

4. Name of Vendor: Hawaiian Lift Truck, Inc. Address: 1250 Mikole Street Honolulu, HI 96819	5. Price: $25,000.00
6. Term of Contract: Upon Execution of Contract From: 5/15/07 To: 5/14/08	7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State:

The Department issued two (2) Invitation for Bids (IFB) for these services with no acceptable responses. The initial IFB was issued on January 9, 2007 with the bid due on January 26, 2007. The second IFB was issued on February 6, 2007 with the bid due on March 9, 2007. Hawaiian Lift Truck, Inc. was the only company to respond to the initial IFB. Their bid was not submitted in a timely manner resulting in disqualification. No company submitted a bid for the second IFB. Based on the results of the two IFBs previously issued, we feel it is neither practicable nor advantageous to the State to issue another IFB.

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

We feel that at this time it is appropriate to attempt to contract for forklift maintenance services by negotiating with Hawaiian Lift Truck, Inc. This company had previously provided services from 12/09/05 to 03/08/07. The company was selected under small purchase procurement. The solicitation was done by a Request for Quotations (RFQ) which was sent to four (4) companies. Only Hawaiian Lift Truck, Inc. responded to that RFQ.

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

The initial request has to be approved by the FTZ Administrator. The request is forwarded to the Department's Administrative Services Office (ASO) for review and approval. If approval is recommended by the ASO, the request is forwarded to the Director for approval and signature.

11. P.E. No. 07-100-C

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

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

Name	Position	Involvement in Process	
Theodore Liu	Director	☒ Approval	☐ Administration
Gregory Barbour	FTZ Administrator	☒ Approval	☐ Administration
Scott Yoshida	FTZ Operations Supervisor	☐ Approval	☒ Administration
		☐ Approval	☐ Administration
		☐ Approval	☐ Administration
		☐ Approval	☐ Administration

13. Direct inquiries to:
Department: Bus, Econ Dev & Tourism/FTZ
Contact Name: Gregory P. Barbour
Phone Number: 587-5372
Fax Number: 586-2512

Agency shall ensure adherence to applicable administrative and statutory requirements

14. ***I certify that the information provided above is, to the best of my knowledge, true and correct.***

Department Head

APR 0 3 2007
Date

Reserved for SPO Use Only

15. Date Notice Posted 4/23/07

The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:
Chief Procurement Officer
State Procurement Office
P.O. Box 119
Honolulu, Hawaii 96810-0119

Chief Procurement Officer's comments:

Withdrawn by DBEDT.

16.
☐ **APPROVED** ☐ **DISAPPROVED** ☒ **NO ACTION REQUIRED**

Chief Procurement Officer
4/24/07
Date

SPO-07 (Rev. 08/01/2006)

11. P.E. No. 07-100-C