

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

'04 MAY 27 A8:52

TO: Chief Procurement Officer

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

FROM: Agriculture/Animal Industry/Rabies Quarantine  
(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 the Animal Quarantine Station administration building.

Name of Vendor: <u>Jani-King Hawaii</u> Address: <u>866 Iwilei Road Suite 201, Honolulu, HI 96817</u>	Cost: <u>\$2,033.32 /month</u>
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Term of Contract: From: <u>July 1, 2004</u> To: <u>September 30, 2004</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:  
The program has an existing contract with Jani-King Hawaii for the 12-month period from July 1, 2003 to June 30, 2004 for \$24,399.84 total. Due to SPO workload and limited time to award a contract to meet the requested start date of July 1, 2004, a three month extension of the current contract is required. The current contractor has agreed to provide services at the same price for the period specified if this request is approved.

Details of the process or procedure to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:  
Jani-King Hawaii was the lowest quotation received from the four vendors solicited for bids. All four vendors conducted site visits and were presented with written specifications prior to bidding. Only two of the vendors, Jani-King Hawaii and Lion's Cleaning Service, submitted bids.

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

Standard State procurement policies were followed for small purchase of goods/service < \$25,000. Written quotes were solicited from 4 vendors and the lowest bid identified. A contract for Goods and Services was initiated with the lowest bidder and reviewed by a Deputy Attorney General prior to Division review and final approval by the Department Chairperson. A record of small purchase was attached to the purchase order and forwarded to the department fiscal office.

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

Isaac M. Maeda, DVM, Program Manager, Rabies Quarantine Branch  
 James Foppoli, DVM, PhD, Administrator, Division of Animal Industry  
 Elaine Abe, ASO, Department of Agriculture  
 Sandra Lee Kunimoto, Chairperson, Board of Agriculture

Direct questions to: Isaac M. Maeda, DVM, Program Manager, Rabies Quarantine Branch	Phone Number: 483-7144/7154
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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.**

*Diana Lee* 5/21/04  
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 Department Head or Designee Date  
 Deputy to the Chairperson  
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 Title (If other than Department Head)

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

APPROVED       DISAPPROVED

cc: Administrator,  
State Procurement Office

*Ruth Lopez* 6/4/04  
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 Chief Procurement Officer Date

