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

- 1. TO: Chief Procurement Officer
- 2. FROM: Department of Public Safety / Institutions Division / HCCC

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:
 Operation and Maintenance of Wasterwater Treatment Plant at Hale Nani Complex, Hawaii Community Correctional Center.

4. Name of Vendor: Aqua Engineers, Inc. Address: 3560 Koloa Road Kalaheo, Hawaii 96741	5. Price: \$1,900.00/mo
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6. Term of Contract: From: 2/1/08 To: 3/31/08	7. Prior Exemption Ref. No.
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8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State:
 This request is to allow HCCC to have continuity of service while a HePS / formal procurement is being processed. An exemption for two months is being requested to accommodate a site visit, and addendum, if required, during the solicitation's open period. It also allows ten working days for the contract compliance documents, and five working days for the issuance of the contract documents.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:
 Current vendor was selected previously through a small purchase, annual expense was \$22,800.00. The service period expires January 31, 2008. This exemption will permit the continuity of service until a new contract can be executed.

 The current vendor was contacted and was willing to extend a month to month up to March 31, 2008 at the current monthly cost of \$1,900.00.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
 Not applicable, as an exemption using the current contractor is being requested.

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	
Tommy Johnson	Deputy Director for Corrections	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Pete MacDonald	HCCC-Warder	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Margaret Serain	Bus Services Supervisor	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

13. Direct inquiries to:	Department: Public Safety Contact Name: Marc S. Yamamoto <i>MSY 1/17/08</i> Phone Number: 587-1215 Fax Number: 587-1244
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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.*

Clayton A France _____ *1/18/08*
 Department Head Date

Reserved for SPO Use Only	
	15. Date Notice Posted <u>2/4/08</u>
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: <p align="center"> Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119 </p>	
Chief Procurement Officer's comments: <p align="center"> This approval is for a temporary period of two months to allow the PSD to complete a formal procurement on HePS. </p> <p align="center"> This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply. </p>	

16. APPROVED DISAPPROVED NO ACTION REQUIRED

Adam S. Fagan _____ *2/11/08*
 Chief Procurement Officer Date