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

1. TO: Chief Procurement Officer
2. FROM: Shari Wong, Deputy Attorney General

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:

Destruction and disposal of notary seals. Currently, notaries are required to turn their seals in to the Department of the Attorney General when they resign or do not renew their commissions. In addition, a recently enacted law requires notaries to include their commission numbers on their seals, resulting in notaries getting new seals and turning their old seals to our Department. Given that there are over 8,000 notaries, the Department has accumulated thousands of seals. These seals must be destroyed to help prevent their subsequent improper use and deter fraudulently notarized documents.

4. Name of Vendor: Abel R. Mattos

Address: 221 S. King Street, Honolulu, Hawaii 96813

5. Price:

\$0.00

6. Term of Contract: From: 9/23/08 *J** To: 9/23/13
~~9/22/08~~ ~~9/22/13~~

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State: Preliminary investigation of vendors who offer this service indicates that there are very few companies willing and able provide this service. One company, Shred-It, quoted us \$10 to shred each seal. Another company, Schnitzer Steel Hawaii, was willing and able to provide this service but is located in Campbell Industrial Park. Mr. Mattos is located in downtown and has been used previously by this Department to ensure the secure destruction of its Investigators' badges. Because of his convenient location, free services to the State, and history and record of trustworthiness, Mr. Mattos provides the most advantageous offer to the Department.

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

As described above, I surveyed companies that sell notary seals and stamps, office supply stores, and companies that destroy metal. Very few companies are willing and qualified to perform this service.

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

The Department will execute a Memorandum of Understanding (MOU) with Mr. Mattos for his services. The MOU will be signed by the Attorney General on behalf of the State.

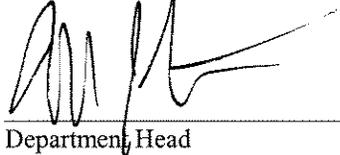
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

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
Shari Wong	Deputy Attorney General	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Deborah Emerson	Supervising Deputy Attorney Gene	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Dave Moore	Administrative Services Officer	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Mark Bennett	Attorney General	<input checked="" 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: Attorney General Contact Name: Shari Wong Phone Number: 586-1180 Fax Number: 586-1205
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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.*



Department Head

9/19/2008

Date

Reserved for SPO Use Only	
	15. Date Notice Posted <u>9/26/08</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: <ul style="list-style-type: none"> Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119 	
Chief Procurement Officer's comments: <p>Although two vendors have expressed their willingness to provide the required services at no charge, the AG's Office may utilize small purchase procedures per Procurement Circular 2006-07, Amendment 1. Factors such as the cost, location of the vendor, and the history and record of the vendor's performance may be included in the evaluation to determine which vendor provides the best value to the State.</p>	

16. APPROVED DISAPPROVED NO ACTION REQUIRED


 _____ 9/30/08
 Chief Procurement Officer Date