



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

WJ

1. TO: Chief Procurement Officer
2. FROM: Health/Adult Mental Health/Hawaii State Hospital (HSH)

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:
Furnishing and Delivering Non-Perishable and Frozen Food Supplies

4. Name of Vendor: HFM Foodservice, Y. Hata & Co,Ltd, Hansen Foodservice
Address: See Attached

5. Price:
\$150,000.00

6. Term of Contract: From: 1/1/2009 To: 6/30/09

7. Prior Exemption Ref. No.
08-071 J

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State: SPO rejected our request (SPO Form 18 P.S.No. 09-17) to do an IFB solicitation. Since SPO did not approve our request, Hawaii State Hospital/Dietary Services Unit (HSH/DSU) is now in the process of putting together an IFB to solicit and award a new contract for the furnishing and delivery of non-perishable & frozen food supplies to HSH (see attached for the estimated timetable for the IFB solicitation). We are submitting this request to enable HSH enough time to complete the bidding and contracting process and to allow us to purchase food supplies for our patients from the above vendors or from the open market to meet our needs, through the Hawaii Electronic Procurement System (HePs).

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:
DSU would like to select a few vendors and have them respond to HePs solicitation for furnishing and delivery of Non-perishable and frozen foods for a period of six months. As recommended by SPO, vendors will be notified on HePs as to quantities and product specifications to be solicited by RFQ, and will be selected based on best reasonable and responsible quotation. DSU believes that this will ensure maximum fairness to the vendors with open and competitive prices. This method will enable DSU to purchase exactly what quantities are needed without shortages, which will result in DSU receiving the correct products for all menu items. In addition, HSH will have a savings through competitive pricing.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
Responding vendor's price list to HePs solicitation will be kept on file. Purchase orders are generated by the DSU, processed with attachments, and approved by Business Office and Administration at HSH. Purchase orders are then sent to ASO and DAGS.

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
Nena Harrington	Dietitian V	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Brian Watanabe	IFSM III	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Joseph Buxton	Cook IV	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Anthony Fraiola	Accountant III	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Elnora Guieb	Business Manager	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
William Elliott	Associate Administrator	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration

13. Direct inquiries to:	Department: HSH/Food Service Dept. Contact Name: Brian Watanabe Phone Number: 236-8281 Fax Number: 247-7335
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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.*

	DEC - 2 2008
Department Head	Date

Reserved for SPO Use Only	
	15. Date Notice Posted <u>12/4/08</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 style="margin-left: 40px;">This request is approved to June 30, 2009 or until new contracts are executed, whichever is sooner.</p> <p style="margin-left: 40px;">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

	12/16/08
Chief Procurement Officer	Date

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

Chief Procurement Officer's comments:

16.

APPROVED

DISAPPROVED

Chief Procurement Officer

Date

Vendor Name and Address:

HFM Foodservice
P.O. Box 855
Honolulu, HI 96808-0855

Y. Hata & Co., Ltd
P.O. Box 3770
Honolulu, HI 96812-3770

Hansen Foodservice
96-1282 Waihona Street
Pearl City, HI 96782

Hawaii State Hospital
IFB Solicitation Timeline for
Furnishing & Delivering Non-Perishable and Frozen Food Supplies

Scope of work & Specifications to be finalized by	11/5/08
Bid posted on Public Notice System (SPO website)	11/12/08
Bid opening	12/16/08
Bid award	12/30/08
New contract to start	05/01/09

Please understand that these dates are only estimates. Based on past experience, DOH/ASO takes long to execute a contract.