



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

STATE PROCUREMENT OFFICE
STATE OF HAWAII
09 FEB 10 P 2:52

1. TO: Chief Procurement Officer

2. FROM: DBEDT/SID/STB

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:

Trade show booth expenses to include:

Labor, material handling services, rigging, furniture rentals, carpeting, etc. for BIO 2009 International Convention, May 18-21, 2009, Atlanta, Georgia.

4. Name of Vendor: Freeman

Address: 841 Joseph E Lowery Blvd. NW
Atlanta, GA 30318

5. Price:

\$14,500.00

6.

Term of Contract: From: 4/1/09

To: 7/31/09

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

The BIO 2009 International Convention uses Freeman as the show decorator for a number of its trade show services. Some of these services are mandatory and we are REQUIRED to use Freeman for services such as labor, rigging, and material handling services. Other services such as furniture rental and carpeting are open to a third party vendor, however BIO states a number of requirements including proof of a \$1 million dollar liability insurance certificate well in advance of the show date. Since the vendors are in a remote location and it would be difficult to verify certification and goods, it would not be practicable nor advantageous for the State to select non-appointed vendors to perform services for the Hawaii booth. Therefore, we are seeking an exemption to use the official appointed vendor for non-mandatory services (estimated at \$4,500.00 of the \$14,500.00).

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

Each year, BIO selects vendors to handle various aspects of the trade show based on the location of the show and union jurisdictions governing the area. Many services which are necessary for trade show operations are preassigned to an official appointed vendor by BIO. For services where competition is possible, such as shipping, the Science and Technology Branch uses the small purchase bidding process to ensure maximum open competition.

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

Project Manager seeks approval from the Branch Chief if under \$2,500. If in excess of \$2,500, approval of Division Head and ASO is required.

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
Ken Kitamura	ASO	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Theodore Peck	Administrator SID	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Elizabeth Corbin	STB Manager	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Susan Gray-Ellis	Economic Dev Specialist	<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

13. Direct inquiries to: Department: DBEDT
 Contact Name: Susan Gray-Ellis
 Phone Number: 587-2685
 Fax Number: 587-2777

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.*



FEB 10 2009

Department Head

Date

Reserved for SPO Use Only

15. Date Notice Posted 2/11/09

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:

16. APPROVED DISAPPROVED NO ACTION REQUIRED

Chief Procurement Officer

Date