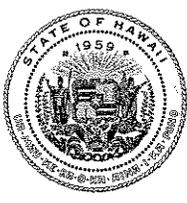


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STATE PROCUREMENT OFFICE
NOTICE OF AND REQUEST FOR EXEMPTION
STATE OF HAWAII FROM CHAPTER 103D, HRS

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:
Material handling services, furniture rentals, carpeting, etc. for Renewable Energy World Conference & Exhibition, March 10-12, 2009, Las Vegas, NV.

4. Name of Vendor: George Fern Company Address: 751 Wyoming Kansas City, MO 64101	5. Price: \$4000.00
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6. Term of Contract: From: 2/18/09 To: 3/13/09	7. Prior Exemption Ref. No.
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8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
The Renewable Energy World Conference & Exhibition (REWE) uses George Fern Company as the Official Service Contractor for a number of its trade show services. Some of these services are mandatory and we are REQUIRED to use George Fern Company for services such as electrical, rigging, and material handling services. Other services such as furniture rental and carpeting are open to a third party vendor; however, REWE states a number of requirements including proof of a \$1 million dollar liability insurance certificate well in advance of the show date (deadline was 1/20/09). Since the vendors are in a remote location it would be difficult to verify certification, and 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 \$1500 of the total \$4000).

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, REWE 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 REWE. 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.

