



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

1. TO: Chief Procurement Officer  
2. FROM: DCCA / Insurance / Captive Branch

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:

The following goods and services are essential for the captive insurance branch to implement its exhibition booth at the RIMS 2009 Annual Conference & Exhibition, April 19-23, 2009 in Orlando, FL:

- 1) Labor to install and dismantle booth structure, electrical outlets, carpet/padding, daily vacuuming and daily emptying of booth waste baskets
- 2) Rental of furniture
- 3) Rental of carpet
- 4) Shipping of booth
- 5) Material handling & dryage

Exhibitor move-in schedule date is April 17-19, 2009, exhibitor move-out schedule date is April 22 & 23, 2009.  
For complete information, see Attachment 1 "Goods and Services Required"

4. Name of Vendor: Freeman

Address: 2200 Consulate Drive  
Orlando, FL

5. Price:

\$20,000

6.

Term of Contract:

From: 4/17/2009

To: 4/23/2009

7. Prior Exemption Ref. No.

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

Freeman is the official on-site services contractor for Risk Insurance Management Society (RIMS) 2009 Convention in Orlando, FL on April 19 - 23, 2009.

For complete information, see Attachment 1 "Goods and Services Required" and Attachment 2 "Justification for selecting Freeman".

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

Freeman is the official on-site services contractor for Risk Insurance Management Society (RIMS) 2009 Convention in Orlando, FL on April 19 - 23, 2009.

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

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

Approvals by the division chief (Insurance Commissioner) and department head (Director) are required.

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	
Lawrence Reifurth	Director	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
J.P. Schmidt	Insurance Commissioner	<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
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

13. Direct inquiries to: Department: DCCA  
 Contact Name: Colleen Yuen  
 Phone Number: 586-0981  
 Fax Number: 586-0987

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.*

*Lawrence M Reifurth*  
 Department Head

*2/19/09*  
 Date

**Reserved for SPO Use Only**

15. Date Notice Posted 2-24-09

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



**RIMS 2008**  
**Orange County Convention Center**  
**April 19 – 23, 2009**

**Goods and Services Required**

The following goods and services are required for the State of Hawaii exhibition booth at the Risk and Insurance Management Society (RIMS) 2009 Annual Conference & Exhibition, April 19-23, 2009 in Orlando, FL.

1. Labor for the following:
  - Install and dismantle booth structure
  - Install and dismantle electrical outlets
  - Install and remove carpet/padding
  - Janitorial service (daily vacuuming and emptying of booth wastebaskets)
  
2. Rental/Installation of the following items:
  1. Furniture
    - (2) round tables
    - (4) chairs
    - (2) stools
    - (2) wastebaskets
    - (3) power strips
    - (1) bag rack
    - Other small furniture items or accessories may be added if needed for booth exhibition
  
  2. Carpeting and carpet padding
  
  3. Electrical
    - (3) 500 watt outlet
    - extension cords
  
2. Material handling and drayage

Move all booth materials from the convention center loading dock to the booth space; after the show, move booth materials back to the loading dock to be transported back to Hawaii. Anticipated material to be moved includes the booth structure, promotional give-aways and information fact sheets.
  
3. Shipping

Booth shipment requires shipping from storage facility in Hawaii to Orange County Convention Center and back to Hawaii.

**RIMS 2009**  
**Orange County Convention Center**  
**April 19 – 23, 2009**

**Justification for selecting Freeman**

Freeman is the official on-site services contractor for RIMS 2009 Convention in Orlando, FL. Freeman staff is familiar with the key individuals managing the event, and also have insight and control of the entire show process. Time and money can be saved using Freeman to assist us in the pre-show planning process.

Below are the necessary items that our booth will require:

1. Labor

- (a) Electrical labor installation and dismantling
- (b) Booth assembling and dismantling
- (c) Carpet delivery, installation and removal
- (d) Daily cleaning and vacuuming

The Orange County Convention Center (site of the RIMS Conference) has work rules, which covers the exhibitors' rights and union jurisdictions. The rules allow booth set up (to install and dismantle) by the exhibitors using their full-time company employees or the convention center union labor. Since the Insurance Division staff attendees do not have the expertise, tools or time to set up the booth, the alternative is using the Freeman union labor.

2. Rental of furniture, carpeting/padding, and electrical outlets

Alternatives are:

- (a) Purchase or rent these items in Hawaii, ship it to Orlando for the convention then back to Hawaii.

The total shipping costs, convention center handling costs (for moving the items to/from the loading dock and to/from the convention center), and Hawaii purchase/rental cost is greater than the rental cost charged by Freeman.

- (b) Rent furniture or electrical service from vendors in Orlando and have it delivered to the convention center.

We do not have any first hand knowledge of vendors in Orlando to be assured of the quality of the items rented. Additional costs would be incurred by the Orange County Convention Center for transporting items to/from the loading dock & booth space, and additional labor charges will be incurred to install/dismantle rented items.

The most cost efficient method is to use Freeman.

**RIMS 2009**  
**Orange County Convention Center**  
**April 19 – 23, 2009**

3. Material handling and drayage

The site work rules requires Freeman to handle all of the material moving from the loading docks to the booth space back to the loading dock. This cost cannot be avoided. There is no other alternative.

4. See "Freeman Labor Jurisdiction" attached

# **Union Jurisdictions for Orlando, Florida**

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

## **EXHIBIT INSTALLATION AND DISMANTLING**

Currently we have an agreement with the Local IATSE Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working in your booth.

## **MATERIAL HANDLING**

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by FREEMAN.

## **TIPPING**

FREEMAN requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Freeman representative at the service desk or correspondence may be directed to the attention of the General Manager at the local office address.

## **SAFETY**

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. FREEMAN cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.