AMENDED

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

1. TO: Chief Procurement Officer

2. FROM: State Procurement Office

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:

Single Sheet, 8-1/2 inches x 11 inches, 20#, Canary, CFB Carbonless Paper for copiers and laser printers with 2 standard holes drilled at top of paper.

4. Name of Vendor: XEROX CORPORATION Address: 700 Bishop Street, Suite 1200 Honolulu HI 96813	5. Price: $6,562.56
6. Term of Contract: From: 5/15/09 To: 12/31/09	7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
Requesting for an exemption from the recycled content requirement as defined in HRS 103D-1005 for carbonless paper as specified in solicitation RFP-09-049-O (Furnishing & Delivering Carbonless Paper). Solicitation was done with condition that award would be made to lowest responsive, responsible Offeror offering recycled paper; if no Offerors offer recycled paper, award shall be made to the lowest responsive, responsible Offeror.
Solicitation was released on HePS on 4/29/09 and opened on 5/6/09; total 7 days. Solicitation received five quotes, no Offeror's offered recycled content.

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

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
Solicitation went through normal routes of approval.

11. P.E. No. 09-079-B

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	
Donn Tsuruda Kashiwabara	Purchasing Specialist/Team Lead	☒ Approval	☐ Administration
Ruth Yamaguchi	Procurement Officer	☒ Approval	☐ Administration
Wendy Orita	Purchasing Specialist	☐ Approval	☒ Administration
		☐ Approval	☐ Administration
		☐ Approval	☐ Administration
		☐ Approval	☐ Administration

13 Direct inquiries to:
Department: DAGS-SPO
Contact Name: Wendy Orita WO · 3/2/09
Phone Number: 586-0563
Fax Number: 586-0570

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 — Date 3/3/09

Reserved for SPO Use Only

15 Date Notice Posted 3/05/09

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 5/14/09