



'09 APR -1 A11:21

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

1. TO: Chief Procurement Officer
2. FROM: Transportation / Highways / Materials Testing and Research

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:

Morning refreshments and lunch for approximately 60 personnel participating in the Federal Highways Administration (FHWA) mandated Field Sampling and Testing Qualification Training Program to be held at the Materials Testing and Research Branch (MTRB) Facilities located at 2530 Likelike Highway, Honolulu. Funding for the refreshments are 100% funded by FHWA and is recommended due to the isolated location of the facilities and the limited lunch time, 45 minutes, which would be too short for attendees to pick-up lunch.

4. Name of Vendor: Varies

Address:

5. Price:

\$9,000.00

6.

Term of Contract:

From: 4/14/2009

To: 4/24/2009

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: There are a limited number of vendors who accept State Purchase Orders (P.O.), that are open early, and who can provide a variety of food selection for both morning refreshments and lunch. Also, it would be very difficult to compare three different quotations from three different vendors who accepts State POs because each vendor provides a different variety of food selections. Also, it would be more cost-effective for the State to be able to directly purchase part of the refreshments like the drinks, paper goods and eating utensils rather than allowing the food vendors to provide them.

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

MTRB would utilize a variety of vendors who accepts State POs to provide the morning refreshments and daily lunch and a variety of vendors to purchase the drinks, paper goods, and eating utensils.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
MTRB will work with its Division's procurement/fiscal office to ensure a variety of vendors are utilized.

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	
Casey Abe	Engr Program Mgr - MTRB	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Gerald Dang	HWYS Admin Services Officer	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Glenn Yasui	HWYS Administrator	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Jiro Sumada	Deputy Director for Highways	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Brennon Morioka	Director of Transportation	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
		<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration

13. Direct inquiries to:	Department: Transportation Contact Name: Mr. Casey Abe Phone Number: 832-3405 x223 Fax Number: 832-3407
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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.*

 Department Head

3/25/09
 Date

Reserved for SPO Use Only

15. Date Notice Posted 4/1/09

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:

This request is being returned with no action required, as per Casey Abe, department has procured food items using the small purchase procedures.

16. APPROVED DISAPPROVED NO ACTION REQUIRED

Ann S. Fyfe 4/20/09
 Chief Procurement Officer Date