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STATE PROCUREMENT OFFICE  
STATE OF HAWAII

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

- 1. TO: Chief Procurement Officer
- 2. FROM: Anthony J. H. Ching, Executive Director, HCDA, DBEDT

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:  
Purchase of a fax machine which includes fax, copy, phone and answering machine all in one at a one time purchase.

4. Name of Vendor: Fisher Hawaii  
Address: 450 Cooke Street  
Honolulu, Hawaii 96813

5. Price:  
\$400

6. Term of Contract: From: None To: None

7. Prior Exemption Ref. No.  
0

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:  
The purchase of a new fax machine is to replace the existing inoperable fax machine located at the Kakaako Waterfront Park Maintenance office. Requested quotes from the listed vendors on the Procurement list and the bids received back were overpriced for our needs and purpose.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:  
Find a machine for the above reference in #8. Doesn't require any maintenance or high volume. Able to communicate with Park Maintenance Staff regarding issues and activities within the Kakaako, Makai Gateway and Kewalo Basin Parks.

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

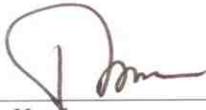
**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)**

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
		<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
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: Contact Name: <i>Loretta</i> <i>06/4/09</i> Phone Number: <i>72870</i> Fax Number:
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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

**APR 16 2009**

Date

**Reserved for SPO Use Only**

15. Date Notice Posted *4/20/09*

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. When the use of the vendor list VL 07-19, is not suited to an agency's purpose, the department head has the authority to grant an exemption to purchase outside the vendor list. A copy of the approved exemption shall be submitted to SPO. When purchasing outside the vendor list, the agency shall use the applicable procurement method.

16.  APPROVED  DISAPPROVED  NO ACTION REQUIRED

  
 Chief Procurement Officer Date *4/20/09*