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**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 Risk & Insurance Management (RIMS) 2010 Annual Conference & Exhibition, April 25-29, 2010 in Boston, MA:

- 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) Material handling & dryage

Exhibitor move-in schedule date is April 24-26, 2010, exhibitor move-out schedule date is April 29 & 30, 2010.  
For complete information, see Attachment 1 "Goods and Services Required"

4. Name of Vendor: Freeman

Address:

5. Price:

\$11,000

6. Term of Contract: From: 4/24/2010 To: 4/30/2010

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) 2010 Convention in Boston, MA on April 24-29, 2010.

For complete information, see Attachment 1 "Goods and Services Required"

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) 2010 Convention in Boston, MA on April 24-29, 2010.

**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.*

Jawanna M Reifurth  
 Department Head

1/25/10  
 Date

**Reserved for SPO Use Only**

15. Date Notice Posted 1/27/2010

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

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

Chief Procurement Officer's comments:

16.

APPROVED     DISAPPROVED     NO ACTION REQUIRED

*Claus Fyfe*    2/3/2010  
Chief Procurement Officer    Date

**RIMS 2010**  
**Boston Convention & Exhibition Center**  
**April 25 – 29, 2010**

**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) 2010 Annual Conference & Exhibition, April 25-29, 2010 in Boston, MA.

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

- tables
- chairs
- stools
- wastebaskets
- power strips
- bag racks
- Other small furniture items or accessories may be added if needed for booth exhibition

2. Carpeting and carpet padding

3. Electrical

- 500 watt outlets
- extension cords

3. 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 informational fact sheets.

**RIMS 2010**  
**Boston Convention & Exhibition Center**  
**Boston, MA**  
**April 24 – 29, 2010**

**Justification for selecting Freeman**

Freeman is the official on-site services contractor for RIMS 2010 Convention in Boston, MA. 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 Boston Convention & Exhibition 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 Boston 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 Boston and have it delivered to the convention center.

We do not have any first hand knowledge of vendors in Boston to be assured of the quality of the items rented. Additional costs would be incurred by the Boston Convention & Exhibition 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 2010**  
**Boston Convention & Exhibition Center**  
**Boston, MA**  
**April 24 – 29, 2010**

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 BOSTON, MASSACHUSETTS

We have provided these definitions to acquaint you with specific guidelines for labor. If you have any questions once you have read this, please address them to Show Management or to Freeman directly.

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. The official labor contractor for the exposition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.

## MATERIAL HANDLING

Work rules require that the official material handling contractor off-load all equipment and display material from commercial carriers/common carriers or van lines. ***The use of fork trucks, pallet jacks and lift gates are permitted only by personnel of the official material handling contractor.*** Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

Personnel performing the work must be **bonafide, full-time company employees** of the exhibiting company.

They must be off-loading from a company owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. All trucks, including co-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor.

They may use **only** hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.

## BOOTH LABOR

Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own **bonafide, full-time employees**. Please advise them not to bring outside labor of any kind.

## TIPPING

Our Work Rules prohibit the SOLICITATION of tips by any of our employees. Our employees are paid excellent wages denoting a professional status and we feel that tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to our Service Center as soon as possible.