

## UNIVERSITY OF HAWAII NOTICE OF EXEMPTION CHAPTER 103D, HRS

The President, University of Hawaii, is in the process of reviewing the request from  
Commuter Services, University of Hawaii at Manoa (Department/Campus)  
for exemption from Chapter 103D, HRS, for the following goods and services:  
Parking and traffic control services for the University of Hawaii at Manoa football special events held at the Manoa  
campus.

**Vendor:** To be determined  
(If known)  
**Address:**

<b>Term of Contract:</b> (If known)	From: To be determined	To: To be determined	Cost: \$15,000 per event (est.)
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<b>Direct any inquiries to:</b> Department: Commuter Services, University of Hawaii at Manoa  Contact Name/Title: Ryan Fujii, Physical Plant Manager Auxiliary Services, Commuter Services  Address: 1951 East West Road Honolulu, Hawaii 96822	Phone Number: (808) 590-1198  Fax Number: (808) 956-9811
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Date Posted: September 9, 2021

Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven (7) calendar days from the date posted to:

Office of Procurement Management  
1400 Lower Campus Road, Room 15  
Honolulu, Hawai'i 96822  
email: OPM@hawaii.edu

## REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT MANAGEMENT

FROM: Commuter Services  
(Department/Program)

Pursuant to APM Section A8.220, the Department requests a procurement exemption to purchase the following:

**Description of goods, services, or construction:**

Parking and traffic control services for UH Football special events held at the Manoa campus:

1. Verifying paid parking at entry
2. Restricting access to areas
3. Directing vehicular and pedestrian traffic to and from the parking areas/event venue

Estimated Cost: \$ 15,000/event

**(1) Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University;**

Given the ongoing COVID-19 restrictions, the University cannot determine the amount of necessary manpower/services needed (e.g. differing needs for 100% capacity, 50% capacity, or 0%, etc.) on a week to week basis. Manpower is commensurate with any capacity restrictions. Notification of restrictions is expected to be made with little notice, estimated around one week, in terms of any scaling up or down.

Due to COVID-19 and because the University cannot determine when and if spectators will be allowed, a single vendor may not be able to provide the necessary manpower required on short notice. Therefore, multiple vendors may need to be procured.

**(2) Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable;**

The current vendor under contract with Commuter Services, Diamond Parking Services, will be contacted to determine the amount of manpower they will be able to provide prior to each event. The remaining manpower requirement, if needed, will first be solicited from a minimum of three vendors who have bid on previous solicitations issued by Commuter Services and award will be made on the lowest cost basis. This is to ensure familiarity with the University's operations and industry practices. Secondary vendors contacted, if needed, will be known industry vendors that have not bid on any prior University solicitations issued by Commuter Services. After these are exhausted, temporary hire agencies, used by the aforementioned vendors, will be contacted.

(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and

Written quotations from a minimum of three vendors will be reviewed by the Managers of Commuter Services and recommendations for award will be forwarded to the Director of Campus Services and the Campus Services Fiscal Administrator. The Director of Campus Services will review and approve vendor quotations and notify the Managers and Fiscal Administrator.


(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:

- Cathleen Matsushima - Manager, Commuter and Fleet Services
- Ryan Fujii - Operations Manager, Commuter Services
- Nicholas Sakamoto - Special Events Manager, Commuter Services
- Kevin Ishida - Interim Director of Campus Services
- Tiffany Magno - Fiscal Administrator, Campus Services

Direct questions to: Ryan Fujii Phone: (808) 590-1198

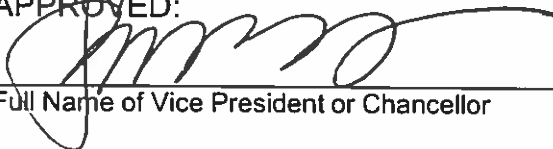
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

Ryan Fujii   
Full Name of Principal Investigator, Department Head, or Administrator

  
Digitally signed by Ryan Fujii  
Date: 2021.09.02 10:32:47 -10'00'  
Signature Date

Thad Nakajima  
Full Name of Fiscal Administrator

Thad Nakajima Digitally signed by Thad Nakajima  
Date: 2021.09.02 10:39:00 -10'00'  
Signature Date

APPROVED:  
  
Full Name of Vice President or Chancellor

Jan Gouveia 9-3-21  
Signature Date

FOR OPM USE ONLY

OPM COMMENTS:

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APPROVED  DENIED

David Lassner Digitally signed by David Lassner  
Date: 2021.10.04 16:09:20 -10'00'  
PRESIDENT, UNIVERSITY OF HAWAII

10/4/2021  
DATE