

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

The President, University of Hawaii, is in the process of reviewing the request from
University of Hawaii at Manoa, Hamilton Library (Department/Campus)
for exemption from Chapter 103D, HRS, for the following goods and services:
Provide mold remediation services for Library Services at Hamilton Library, University of Hawaii at Manoa.

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

Term of Contract: (If known)	From: To be determined	To: To be determined	Cost: \$200,000.00 (estimated)
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Direct any inquiries to: Department: Library Services, University of Hawaii at Manoa Contact Name/Title: Lyn Nagoshi, Fiscal Specialist Address: 2550 McCarthy Mall, Hamilton 112J Honolulu, Hawaii 96822	Phone Number: (808) 956-7026 Fax Number: (808) 956-5968
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Date Posted: February 18, 2022

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: University of Hawaii at Manoa, Hamilton Library
(Department/Program)

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

Description of goods, services, or construction:
See attached.

Estimated Cost: \$ 200,000

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

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

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

No one person will control the decision on which vendor to select. The limited vendor pool is driven by advice from other preservation professionals. The committee will evaluate and rank the proposal and since each member brings in their own expertise, the decision won't be driven by a single perspective. The University Librarian will make the final decision, bringing in a third perspective. The Fiscal Administrator will also review and because the amount will be above the department's approving authority, OPM will be the final approver.

Per L Nagoshi 2/11/2022, Library Services will consult with OPM throughout its "Call for Proposal" process.

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

Besides the people listed in Section 2, additional personnel will consist of:

- Clem Guthro, University Librarian
- Vicky Lebbin, Interim Associate University Librarian
- Lyn Nagoshi, Fiscal Administrator

Direct questions to: Lyn Nagoshi Phone: 808-956-7026

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

Clem Guthro
Full Name of Principal Investigator, Department Head, or Administrator

Clem Guthro Digitally signed by Clem Guthro Date: 2021.12.17 14:56:16 -10'00' 12/17/2021
Signature Date

Lyn Nagoshi
Full Name of Fiscal Administrator

Lyn Nagoshi Digitally signed by Lyn Nagoshi Date: 2021.12.17 15:41:36 -10'00' 12/17/2021
Signature Date

APPROVED:

David Lassner, UH President
Full Name of Vice President or Chancellor

David Lassner Digitally signed by David Lassner Date: 2022.02.11 09:36:38 -10'00' 12/17/2021
Signature Date

FOR OPM USE ONLY

OPM COMMENTS:

APPROVED DENIED

David Lassner Digitally signed by David Lassner Date: 2022.03.10 14:11:48 -10'00'
PRESIDENT, UNIVERSITY OF HAWAII

DATE

Attachment to Form 138

Mold Remediation for Hamilton Library, Government Documents Collection

Description of goods, services, or construction:

Provide Mold Remediation Services for Library Services at Hamilton Library, University of Hawaii at Manoa.

1. Perform mold removal and cleaning of library materials including books, thin pamphlets, and unbound documents currently located in Hamilton Library, Ground Floor, Room 006A, which houses the Library's Government Documents collection. Clean all furniture and equipment including shelves and dehumidifiers, and all surfaces including walls, floors, ceiling, air vents, and air ducts inside of the room (duct cleaning does not include cleaning the inside of the ducts).
2. Perform the work in such a manner that the original order of the volumes on the shelves is maintained. Reshelve the cleaned library materials on the same shelves from which they came, in the same order in which they were shelved prior to the start of the cleaning project.

1. Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University:

The prescribed competitive solicitation is not the best way to find a vendor capable of performing the work within the established budget. We posted an IFB, which failed because all of the bids were well above the budget of \$200,000 (the lowest bid was \$547,000 and the highest was \$4.2 million). In evaluating the responses from vendors who submitted a bid, we found they were not capable of handling the work because of their lack of specialized knowledge and experience in cleaning mold-infested rare and fragile library materials. Moreover, collection items exist in various formats and physical conditions ranging from a loose single sheet of document made of brittle paper to hardcover bound books in pristine condition. To clean these materials, a varied array of methods and amount of time is required. Lacking experience and knowledge of this type of work, all of the bidders on the previous IFB greatly overestimated their costs and/or inflated their bids.

We believe experienced and specialized vendors in cleaning moldy rare and fragile library materials can better meet both our requirements and the budget limitations. There are only a limited number of companies with expertise and knowledge in this area. Using their specialized experience, these companies would be able to employ their own unique strategies and methodologies. The relatively detailed technical specifications in the IFB may limit these possibilities and flexibilities. Therefore, we will contact qualified vendors, call for proposals, review the methodologies, plans, and price of those that respond, then select a proposal that will be most advantageous to the University.

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

National emergency recovery companies who have expertise in handling library collections will be contacted and requested to submit proposals. To identify these companies, we have consulted trusted sources including the Society of American Archivists, the Library of Congress, and Northeast Document Conservation Center. These identified companies include Document Freeze Drying, BMS CAT, Polygon, and Belfor.

Kazuko Hioki, the head of our Preservation Department will contact the above mentioned experienced vendors, presenting the scope and expectations of the project as outlined on the Call for Proposal, which will be shared with them. Vendors will be invited to visit and assess the situation in order to formulate their proposal. A deadline will be set to receive all the proposals.

A committee to evaluate the proposals will be formed consisting of:

Kazuko Hioki, Preservation Librarian

Gwen Sinclair, Government Documents Librarian

Steve Pickering, Hamilton Library Building Coordinator

Representative from UH Environmental Health and Safety Office

The committee will rank the proposals submitted, evaluating the cleaning plan, timeline, and cost using evaluation criteria stated in the Call for Proposal. They will send a recommendation to the University Librarian Clem Guthro, who will make the final decision.