

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 Cancer Center (Department/Campus)

for exemption from Chapter 103D, HRS, for the following goods and services:

Procurement of moving services for lab equipment and scientific supplies from San Francisco, California to Honolulu, Hawaii for an incoming Researcher at the University of Hawaii Cancer Center.

Vendor: To be determined
(If known)

Address:

Term of Contract: (If known)	From: To be determined	To: To be determined	Cost: \$20,000 (estimated)
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Direct any inquiries to:

Department: Human Resources, University of Hawaii Cancer Center

Contact Name/Title: Colleen Bamba, Human Resources Director

Address: 701 Ilalo Street, 6th Floor
Honolulu, Hawaii 96813

Phone Number:
(808) 564-5912

Fax Number:
N/A

Date Posted: March 2, 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 AND REAL PROPERTY MANAGEMENT

FROM: UNIVERSITY OF HAWAII CANCER CENTER

(Department/Program)

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

Description of goods, services, or construction:

Procurement of moving services for Dr. Xin Chen, University of Hawaii Cancer Center (UHCC), Researcher to ship household items from San Francisco, California to Honolulu, Hawaii.

lab equipment and scientific supplies

Shipping of lab equipment/supplies will capped at \$20,000.00 and a purchase order will be issued to the vendor (TBD)

Estimated Cost: \$ 20,000

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

Procurement by standard competitive means is not practicable or advantageous since prospective vendors would need to conduct an in-person (per C Bamba 02/17/2022) on-site survey of the items to be relocated in order to provide an accurate quote. Since there are many factors that affect price (volume, weight, time, accessibility, special handling, etc.), it is essential that prospective vendors conduct an on-site inspection to collect critical information necessary for an accurate estimate. As such, it would be most feasible to solicit quotes from prospective vendors in the San Francisco area.

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

The program will obtain three (3) written quotes from reputable potential vendors in the San Francisco area. The lowest offer that is able to meet the requirements of the move will be selected.

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

The procurement procedures being used for the appointee's moving services allow for adequate and reasonable competition as the award for moving services would be made to the vendor that provides the lowest quote. The process and method of procurement will be initiated by the UHCC Director's Office and reviewed and approved by the UHCC Fiscal Office.


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

Joe W. Ramos, Interim , Director, UHCC
 Colleen Bamba, HR Director, UHCC
 Daniel Han, Fiscal Director, UHCC

Direct questions to: Colleen Bamba Phone: 808-564-5912

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

Joe Ramos
 Full Name of Principal Investigator, Department Head, or Administrator



 Signature 02/08/2022
 Date

Daniel Han
 Full Name of Fiscal Officer

 Digitally signed by Daniel Han
 Date: 2022.02.09 08:54:45 -10'00'
 Signature Date

APPROVED:


David Lassner, UH President
 Full Name of Vice President or Chancellor
 2/15/2022

 Digitally signed by David Lassner
 Date: 2022.02.17 13:48:50 -10'00'
 Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED

 Digitally signed by David Lassner
 Date: 2022.03.17 16:50:39 -10'00'
 PRESIDENT, UNIVERSITY OF HAWAII DATE