

UNIVERSITY OF HAWAI'I NOTICE OF EXEMPTION CHAPTER 103D, HRS

The Chief Procurement Officer, University of Hawai'i, is in the process of reviewing the request from Environmental Health and Safety Office, University of Hawaii at Manoa (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods and services:
Services to pick-up, transport and dispose of hazardous waste material generated by the University of Hawaii at Manoa departments.

Vendor/Contractor: To be determined
(If known)
Address:

Term of Contract: (If known)	From: July 1, 2025	To: June 30, 2026	Cost: \$450,000.00 (est.)
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Direct any inquiries to: Department: Environmental Health & Safety Office, University of Hawaii at Manoa Contact Name/Title: Lori Takara, Administrative Assistant Address: 2040 East-West Road, EHS Honolulu, Hawaii 96822	Phone Number: 808-956-8660 Fax Number: 808-956-3205
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Date Posted: April 28, 2025

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

UNIVERSITY OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

To: KALBERT YOUNG **Date:** 04/04/2025
Chief Procurement Officer, University of Hawaii

Via: Office of Procurement Management

From: EMMA KENNEDY, ENV HEALTH & SAFETY OFFICE DIRECTOR
(Campus & Department/Program)

Vendor/Contractor: TO BE DETERMINED

Estimated Amount: 450,000 (IN TOTAL FOR FY 2026)

Term of Contract, if applicable: JULY 1, 2025 - JUNE 30, 2026

Pursuant to University Administrative Procedure 8.220, and consistent with Hawaii Revised Statutes §103D-102(b)(4) and Hawaii Administrative Rules Chapter 3-120, the department requests a procurement exemption to purchase the following (attach additional sheets if necessary):

1. Description of the goods or services:

(SEE ATTACHED)

2. Explain in detail, why it is not practicable or not advantageous for the University to procure by standard competitive means when multiple sources are available, or by other standard methods of source selection:

(SEE ATTACHED)

3. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor:

(SEE ATTACHED)

4. Provide a description of the department's internal controls and approval requirements for the exempt procurement:

(SEE ATTACHED)

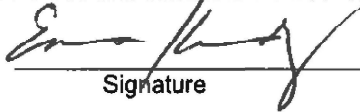
5. Provide a list of department personnel, by position title, who will be involved in the approval process and administration of the contract:

(SEE ATTACHED)

6. Direct questions to: LORI TAKARA Email Address: takaralo@hawaii.edu

Certification: I certify that the information provided herein is true and correct to the best of my knowledge.


EMMA KENNEDY
Full Name of Principal Investigator, Department Head, or Administrator

 4/4/25
Signature Date

LIANNE KAMEI-CHOW
Full Name of Fiscal Administrator

Digitally signed by Lianne Kamei-Chow
Date: 2025.04.04 12:26:41 -10'00'
Lianne Kamei-Chow
Signature Date

APPROVED:
ALEXANDRA FRENCH, Chief Business Officer
Full Name of Vice President or Chancellor

Digitally signed by Alexandra French
Date: 2025.04.07 10:33:40 -10'00'

Signature Date

FOR OPM USE ONLY

OPM COMMENTS:

APPROVED DENIED

Sarah Allen Digitally signed by Sarah Allen
Date: 2025.05.06 12:00:55 -10'00'
CHIEF PROCUREMENT OFFICER, UNIVERSITY OF HAWAII'

05/06/25
DATE

Request for Exemption from 103D, HRS

(1) Description of goods or services:

Services to pick up, transport, and dispose of hazardous waste material generated by University of Hawaii at Manoa (UH Manoa) departments. Various waste materials are packed in drums by the University's Hazardous Materials Management Program personnel based on Department of Transportation (DOT) classification. The cost per drum for these services are generally contingent upon the classification of the hazardous waste material to be disposed of.

This exemption is requested for the acquisition of these hazardous waste disposal services for the period commencing upon approval or July 1, 2025 through June 30, 2026.

(2) Explain in detail, why it is not practicable or not advantageous for the University to procure by standard competitive means when multiple sources are available, or by other standard methods of source selection:

The Environmental Protection Agency (EPA) requires UH Manoa, a large quantity generator facility to dispose of hazardous waste materials generated at the UH Manoa campus every ninety days. Materials to be disposed of may include but are not limited to flammable, corrosive and/or toxic gases in cylinders, pyrophoric chemicals (chemicals sensitive to air and water), and highly reactive chemicals that must be handled with extreme caution.

UH Manoa Environmental Health & Safety Office, Hazardous Materials Management Section, is unable to predict the specific types of hazardous waste materials that may be generated by UH Manoa and the specific number of drums that will require disposal at any given time.

In addition, due to this uncertainty it is not possible to estimate what the total cost may be at any given time and whether the small purchase method of procurement or the Invitation for Bids method should be utilized. As such, because of the unpredictability of hazardous waste disposal and the time limits required for disposal, procurement by standard competitive means is not practicable or advantageous to be able to comply with EPA requirements.

(3) Explain in detail, the process that will be or was utilized in selecting the vendor/contractor:

Based on past experience, there are a limited number of vendors that can provide the services to pick up, transport and dispose of the hazardous waste materials. As a reasonable alternative when the need arises, the program will prepare informal request for quotations to a minimum of two vendors. The information in the request for quotations will include the number of drums and the specific hazardous materials to be disposed of. Award will be made to the vendor that provides the lowest quotation for each solicitation that can meet all of the requirements set forth in the request for quotation. In addition, the awarded vendor will be required to provide a certificate of liability insurance and create waste manifests.

(4) Provide a description of the department's internal controls and approval requirements for the exempt procurement:

All quotations will be reviewed by the Hazardous Materials Program Manager and the Environmental Health and Safety Director. A requisition will then be created for each award and all other required documentation would be obtained from the awarded vendor. The requisition/purchase order will be reviewed by the Office of the Vice Provost for Research and Scholarship (OVPRS) administrative officer. The purchase may be reviewed further by the Office of Procurement Management if required.

Department/colleges may have unique disposal situations (outside of EHSO hazardous waste). In these instances, department/colleges will issue their own purchase order. On these occasions, the Hazardous Materials Program Manager will work with the specific department personnel and assist in obtaining quotes from a minimum of 2 qualified vendors. EHSO/Hazardous Material Program Manager may also utilize SuperQuotes to solicit bids depending on the specific situation. In these instances, the quotes and supporting documents will be reviewed by the department/colleges fiscal staff and the Office of Procurement Management (for purchases over \$25,000)

(5) Provide a list of department personnel, by position title, who will be involved in the approval process and administration of the contract:

Carolyn Oki-Idouchi, Hazardous Materials Program Manager
Emma Kennedy, Director, Environmental Health and Safety Office
Lori Takara, Administrative Assistant, Environmental Health and Safety Office
Lianne Kamei-Chow, Fiscal Administrator, OVPRS
Office of Procurement Management (for purchases over \$25,000)

For direct department/college purchases, review for DOT/EPA compliance will be done by Hazardous Materials Program Manager and EHSO director. Documents will be sent to the specific department and reviewed by their respective fiscal/administrative staff and the Office of Procurement (for purchases over \$25,000)