

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 for special events held at the Manoa
campus.

Vendor: To be determined
(If known)
Address:

Term of Contract: (If known)	From: November 2021	To: May 2022	Cost: \$2,560.00 - \$3,840.00 per event (est.)
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Direct any inquiries to: 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) 956-9822
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Date Posted: November 10, 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 special events held at the Manoa campus:

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

Estimated Cost: \$ 2,560 - \$3,840/event

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

Although COVID-19 restrictions are over, the University cannot determine if there will be any future restrictions, and what these restrictions will entail. Notification of restrictions is expected to be made with little notice, estimated around one week, in terms of any scaling up or down.

The current vendor will not be able to begin hiring until manpower needs stabilize, and even then, will slowly onboard additional employees. These employees will also require additional hours of work to ensure full-time status. As an example, this means to staff 16 hours of special events (typical for a week), we would need to find an additional 24 hours of work for the employee. We will need an additional 8-12 employees per event on top of the existing 4 employees; this represents a significant waste in resources as there is not enough work or funding to keep an additional 8-12 employees on full time status for events.

(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 / Kevin Ishida
Full Name of Principal Investigator, Department Head, or Administrator

 Digitally signed by Ryan Fujii
Date: 2021.11.01 13:11:18 -10'00'

Kevin Ishida Digitally signed by Kevin Ishida
Date: 2021.11.02 13:32:47 -10'00'

Signature Date

Thad Nakajima
Full Name of Fiscal Administrator

Thad Nakajima Digitally signed by Thad Nakajima
Date: 2021.11.01 15:24:36 -10'00'

Signature Date

APPROVED:

Jan Gouveia
Full Name of Vice President or Chancellor

Jan Gouveia Digitally signed by Jan Gouveia
Date: 2021.11.03 10:13:03 -10'00'

11/3/21

Signature Date

FOR OPM USE ONLY

OPM COMMENTS:



APPROVED

____ DENIED



Digitally signed by David Lassner
Date: 2021.11.23 14:19:59 -10'00'

PRESIDENT, UNIVERSITY OF HAWAII

DATE