

**UNIVERSITY OF HAWAII
NOTICE OF EXEMPTION FROM 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, services, or construction:

Procurement of moving services for Dr. John A. Shepherd, University of Hawaii Cancer Center Researcher, for shipping of:

- 1) Household items from San Francisco, California to Honolulu, Hawaii; and
- 2) Laboratory equipment (e.g. scanners, computers, precision scale, etc.) from the University of California, San Francisco, to the University of Hawaii Cancer Center in Honolulu, Hawaii.

Vendor: To be determined
(If known)
Address:

Term of Contract: (If known)	From: To be determined	To: To be determined	Cost: \$35,000.00 (est.)
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Direct any inquiries to:
Department: University of Hawaii Cancer Center

Contact Name/Title: Namrata Gurung
Human Resources Director
Address: 701 Ilalo Street, B-614
Honolulu, Hawaii 96813

Phone Number:
(808) 440-4563

Fax Number:
None

Date Posted: December 15, 2017

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 and Real Property Management
1400 Lower Campus Road, Room 15
Honolulu, Hawai'i 96822

RECEIVED

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS DEC -7 P4:46

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

MANOA CHANCELLOR'S OFFICE

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 shipping of:
 1) household items (for Dr. John A. Shepherd, UH Cancer Center Researcher) from San Francisco, CA to Honolulu, HI
 2) laboratory equipment (eg: scanners, computers, precision scale, etc.) from the University of California, San Francisco to the UH Cancer Center in Honolulu, HI

Estimated Cost: \$ 35,000

(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 on-site surveys 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 on-site inspections 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 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:
 Randall Holcombe, Director, UHCC
 Namrata Gurung, HR Director, UHCC
 Craig Matsuda, Fiscal Director, UHCC

Direct questions to: Namrata Gurung Phone: 440-4563

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

Randall Holcombe
 Full Name of Principal Investigator, Department Head, or Administrator

Randall Holcombe
 Signature Date

for Craig Matsuda
 Full Name of Fiscal Officer

Michael S. U. M. Kaw 12-6-17
 Signature Date

APPROVED:

David Lassner
 Full Name of Vice President or Chancellor
David Lassner ASH 12/7/17

David Lassner DEC 12 2017
 Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED

1/11/18

 PRESIDENT, UNIVERSITY OF HAWAII DATE