

**UNIVERSITY OF HAWAII'I  
NOTICE OF EXEMPTION FROM CHAPTER 103D, HRS**

The President, University of Hawai'i, is in the process of reviewing the request from (Department/Campus) University of Hawaii at Manoa, Hawaii Institute of Marine Biology for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Services from a property management company for a residential property (45-215 Ka Hanahou Circle, Kaneohe, HI 96744).

**Vendor:**  
(If known)  
**Address:**

<b>Term of Contract:</b> (If known)	<b>From:</b> _____	<b>To:</b> _____	<b>Cost:</b> (approx. \$3600-\$5000 annually)
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<b>Direct any inquiries to:</b> Department: Hawaii Institute of Marine Biology Contact Name/Title: Jo-Ann Leong, Director Address: Coconut Island P.O. Box 1346, Kaneohe, HI 96744	<b>Phone Number:</b> 236-7401 <b>Fax Number:</b> 236-7443
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Date Posted: June 10, 2010

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, Hawaii'i 96822

OPRPM Form 138  
(Rev.01/2009)

### REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: Hawaii Institute of Marine Biology

(Department/Program)

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

**Description of goods, services, or construction:**

Services of a property management company for the residential property bequeathed to HIMB by the Sandina Lord Estate. The property is located at 45-215 Ka Hanahou Circle, Kaneohe, Hawaii 96744.

Estimated Cost: \$ 3,600 to \$5,000 per annum

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

Superquote is not the proper venue for this type of procurement. Property management is a more subjective process. Because this is a serviceable dwelling in a lovely setting on the ocean, and because HIMB has limited experience in off-site property management, it is necessary that we procure the services of a company familiar with the area and the cost of comparable rentals in the area in order to set a fair rental price. The property managers must have the experience to evaluate the applicants and they must be prepared to act as go-between for HIMB and the renters. The management of the house should be totally and transparently handled by the company for the ultimate benefit of HIMB and the University. In addition, property management fees are usually based on a percentage of rent amount collected per month. Since rental prices are based on market conditions and comparables in the area, the amount collected on behalf of the University may fluctuate. Because the University cannot determine a fixed rental price, it is not practicable to utilize standard competitive purchasing procedures for obtaining this type of service.

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

HIMB will request proposals of at least three management companies that specialize in Windward Oahu properties. This will assure that the selected company will be familiar with the area and the prices of homes and rentals in the area. In all likelihood a Windward Oahu company will be more accessible to the renter if there is a problem or a question and thereby offer the renter, as well as HIMB, superior service. The suggested Request for Proposals is attached.

Criteria for selection of vendor are:

1. Experience in property management : a. firm (10 pts) b. individual assigned to account (10 pts)(minimum of 5 years).
2. Percentage of monthly rent charge to University: (5% - worth 25 pts; 10% - worth 15 pts; 15% - worth 5 pts)
3. Methods used to minimize amount of time property will be vacant: (20 pts)
4. Service provided: management of repairs, emergency calls, etc. (20 pts)
5. Monthly reports: samples (20 pts.)



(Attach Additional Sheets if Necessary)

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

HIMB will circulate the Request for Proposal above to Management Companies that specialize in Windward Oahu property management. The resulting proposals will be reviewed by the Director and a faculty committee to select the strongest candidate. The Assistant Director/Fiscal Officer will review the selection committee's findings, and consult with the head of SOEST administration if there is a question.

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

Jo-Ann Leong, Director of HIMB  
 Brian Bowen, Faculty Researcher, HIMB  
 Steve Karl, Faculty Researcher, HIMB  
 Jane Ball, Assist. Director of HIMB  
 James Lakey, Marine Laboratory Supervisor

Direct questions to: Jo-Ann Leong Phone: 236-4701

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

Jo-Ann C. Leong  
 Full Name of Principal Investigator, Department Head, or Administrator

Jo Ann C. Leong 6/4/10  
 Signature Date

Juanita Andaya for Jane Ball  
 Full Name of Fiscal Officer

Juanita Andaya for Jane Ball JUN 4 2010  
 Signature Date

APPROVED:  
Virginia S. Hinshaw  
 Full Name of Vice President or Chancellor  
 Virginia S. Hinshaw, Chancellor

Reed Dasenbrock for Virginia Hinshaw 6/4/10  
 for Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:  
Recommend Approval.

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APPROVED  DENIED

M. K. Greenwood 6/28/10  
 PRESIDENT, UNIVERSITY OF HAWAII DATE