

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

The President, University of Hawaii, is in the process of reviewing the request from
Library Services Department _____ (Department/Campus) for exemption
from Chapter 103D, HRS, for the following goods, services, or construction:

Moving services for the University of Hawaii at Manoa, Librarian appointee Dr. Irene Herold to ship household items and two automobiles from New Hampshire to Honolulu, Hawaii.

Vendor:
(If known)
Address:

Term of Contract: (If known)	From:	To:	Cost: \$36,000.00 (est.)
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Direct any inquiries to: Department: Library Services Department Contact Name/Title: Eric Fujiwara Fiscal Administrator Address: 2550 McCarthy Mall, Hamilton Library 112J Honolulu, Hawaii 96822	Phone Number: (808) 956-7026 Fax Number: (808) 956-5968
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Date Posted: APRIL 10, 2013

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 A10 :08

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

MANOA CHANCELLOR'S OFFICE

FROM: Library Services Department

(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 the University of Hawaii at Manoa, University Librarian appointee Dr. Irene Herold, to ship household items and two automobiles from New Hampshire to Honolulu, Hawaii.

Estimated Cost: \$ 36,000

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

The use of the formal invitation of bids is not practical because the appointee is located in New Hampshire, making it difficult to obtain enough detailed information for the invitation for bids specifications. Quotations are based on visual inspections of items to be moved from the East Coast mainland and prospective moving firms that are able to conduct a visual inspection would get the most accurate quote. The timeframe that the appointee would need the moving services is on short notice, completion of a formal bidding process would not allow for an expeditious move from New Hampshire to Honolulu by the appointee.

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

To facilitate the processing and in the interest of time, the appointee will obtain three written quotes from reputable potential vendors that provide moving service for the New Hampshire area. The vendor that is able to meet the requirements at the lowest cost for of the move will be selected.

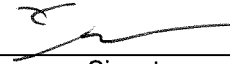
(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and
 The procurement procedures being used for the appointee's moving services does allow for adequate and reasonable competition as the award for moving services would be made to the vendor that provides the lowest cost response that the department confirms. This process and method of procurement is acceptable by the department.

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:
 Eric Fujiwara - Fiscal Administrator
 Susan Weber - Interim Associate University Librarian
 Gregg Geary - Interim University Librarian

Direct questions to: Eric Fujiwara Phone: 956-7026

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

Reed Dasenbrock, VCAA
 Full Name of Principal Investigator, Department Head, or Administrator

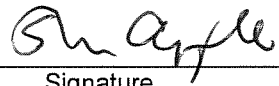

 Signature 3/15/13
 Date

Eric Fujiwara
 Full Name of Fiscal Administrator


 Signature 3-14-13
 Date

APPROVED:


Thomas Apple, Chancellor
 Full Name of Vice President or Chancellor


 Signature 3/28/13
 Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED


 PRESIDENT, UNIVERSITY OF HAWAII 3/23/13
 DATE