



DEPARTMENT OF WATER SUPPLY • COUNTY OF HAWAII

345 KEKŪANAŌ'A STREET, SUITE 20 • HILO, HAWAII 96720

TELEPHONE (808) 961-8050 • FAX (808) 961-8657

NOTICE OF AND REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

1. TO: Keith K. Okamoto, P.E., Chief Procurement Officer
2. FROM: Kawika Uyehara, Administration Division
Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods and/or services:

\$10 gift cards to be included in employee birthday cards and other uses as appropriate.

4. Name of Vendor:
KTA Super stores

Address:
50 E. Puainako St.
Hilo, HI 9672

5. Price:
Not to Exceed \$2,000.00

6. Term of Contract:

From: 12/18/2024

To: 12/31/2025

7. Description of Prior Exemption:

Similar exemption, P.E. No.
23-02

8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the DWS / County:

In accordance with HRS 103D-102(b)(4)(L), procurement by competitive means is not practicable nor advantageous to the DWS because purchase price for gift cards are equal to the value of the card regardless of the vendor

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

Seeking to utilize local vendor with locations islandwide that provides goods which can be utilized by the majority of the population.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

Purchase will be done by pCard and all its associated controls and approval requirements.

11. P.E. No. 24-04

...Water, Our Most Precious Resource...Ka Wai A Kāne...

The Department of Water Supply is an Equal Opportunity provider and employer.

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:			
Name	Position	Involvement in Process	
Kawika Uyehara	Deputy	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Keith Okamoto	Manager-Chief Engineer	<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
	Contacts Technician	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

13. Direct inquiries to:

Department: Water Supply
Contact Name: Kawika Uyehara
Phone Number: (808) 961-8050
Fax Number: (808) 961-8657

Agency shall ensure adherence to applicable administrative and statutory requirements.

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*

 _____ Date: 12/18/2024

Division Head _____ Date

Reserved for DWS Use Only	
	15. Date Notice Posted <u>DEC 20 2024</u>
<p>The Chief Procurement Officer is in the process or reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, <i>within seven (7) calendar days</i> or as otherwise allowed from the above posted date to:</p> <p align="right"> Chief Procurement Officer Department of Water Supply 345 Kekūanaō'a Street, Suite 20 Hilo, Hawai'i 96720 </p>	
Chief Procurement Officer's comments:	

16. APPROVED DISAPPROVED NO ACTION REQUIRED

Chief Procurement Officer _____ Date _____

11. P.E. No. 24-04