



**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:  
Gift cards to be used as prizes for 2021 Keiki Water Conservation Poster Contest. 1<sup>st</sup> place = \$50 (6 prizes) and 2<sup>nd</sup> place = \$25 (5 prizes)

|                                                   |                                                  |                                     |
|---------------------------------------------------|--------------------------------------------------|-------------------------------------|
| 4. Name of Vendor:<br>KTA Super stores            | Address:<br>50 E. Puainako St.<br>Hilo, HI 96720 | 5. Price:<br>Not to Exceed \$425.00 |
| 6. Term of Contract:<br>From: 6/10/21 To: 6/30/21 | 7. Description of Prior Exemption:<br>none       |                                     |

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. \_\_\_\_\_

*...Water, Our Most Precious Resource ...Ka Wai A Kāne...*  
The Department of Water Supply is an Equal Opportunity provider and employer.

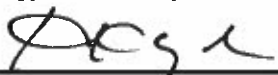
**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)**

| 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 |
| Kaiulani Matsumoto                                                                                                            | Contracts 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.*


6/10/21  
 \_\_\_\_\_  
 Division Head Date

**Reserved for DWS Use Only**

15. Date Notice Posted \_\_\_\_\_

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, *within seven (7) calendar days* or as otherwise allowed from the above posted date to:

Chief Procurement Officer  
 Department of Water Supply  
 345 Kekūanaō‘a Street, Suite 20  
 Hilo, Hawai‘i 96720

Chief Procurement Officer’s comments:

16.  APPROVED  DISAPPROVED  NO ACTION REQUIRED

\_\_\_\_\_  
 Chief Procurement Officer Date

11. P.E. No. \_\_\_\_\_