

State of Hawaii  
DEPARTMENT OF LAND AND NATURAL RESOURCES  
Division of Forestry and Wildlife  
Honolulu, Hawaii 96813

May 23, 2008

Chairperson and Members  
Board of Land and Natural Resources  
State of Hawaii  
Honolulu, Hawaii

Land Board Members:

SUBJECT: REQUEST FOR APPROVAL OF EXPENDITURE OF FUNDS AND  
AUTHORIZATION TO NEGOTIATE AND SIGN A CONTRACT TO  
PURCHASE TWO MOBILE OFFICE TRAILERS, ISLAND OF MAUI

The Division of Forestry and Wildlife Natural Area Reserve System, Maui District, has increased the number of personnel from 5 to 10 employees, including interns, within the last year. The current infrastructure at the DOFAW Maui Baseyard is insufficient to meet the needs of the increase in personnel. Mobile office trailers provide a solution to the space issue without requiring the significant expense associated with new construction. In addition, the mobile office trailers provide the flexibility to move the office in the future if needed. An Invitation for Bids soliciting bids for the provision of two mobile office trailers is currently underway and is anticipated to be opened at the end of May. This submittal seeks Board approval of the expenditure of funds and authorization for the Chairperson to negotiate and sign a contract for the purchase of these mobile office trailers, so that these can be purchased during FY08.

RECOMMENDATION:

That the Board approve the expenditure of funds and authorize the Chair to negotiate and sign a contract to purchase two mobile office trailers for use by the Natural Area Reserves System program, Division of Forestry and Wildlife, Maui District, subject to availability of funds and approval as to form by the Attorney General's Office.

Respectfully submitted,

  
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PAUL J. CONRY, Administrator  
Division of Forestry and Wildlife

APPROVED FOR SUBMITTAL:

  
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LAURA H. THIELEN, Chairperson  
Board of Land and Natural Resources