

**THE JUDICIARY, STATE OF HAWAII
 NOTICE OF REQUEST FOR EXEMPTION
 FROM HRS CHAPTER 103D**

TO: Chief Procurement Officer

FROM: First Circuit/Computer Support Section
Name of Requesting Division/Program

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

1. Describe the goods, services or construction: Audio/Video-Teleconferencing equipment for Circuit Courtrooms 4 (Judge Perkins) and 15 (Judge Garibaldi)	
2. Vendor/Contractor/Service Provider: Audio/Visual Company of Honolulu (AVCO)	3. Amount of Request: \$45,000.00
4. Term of Contract From: To:	5. Prior Judiciary Procurement Exemption No. (if applicable):
6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: The audio/video-teleconferencing equipment in these courtrooms were originally purchased from and installed by AVCO. The new equipment will interface with the existing equipment. The main component is the FTR recording system. AVCO is the only vendor in the state that can provide sales and service for this recording system. In case there is a problem involving the FTR system, AVCO can promptly provide service on a timely manner per the existing AVCO Service Advantage Plan (see attached).	
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: AVCO originally installed the audio and video equipment in these courtrooms with the FTR court recording software. They are the only vendor on Oahu that sells and services this company's products. In case there is a problem with the equipment it is imperative that we have a vendor on this island who can make timely service calls to service the equipment.	

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Program	Phone Number	email address
Mark Santoki	First Circuit/Computer Spt Sect	808-539-4052	mark.m.santoki@courts.hawaii.gov

All requirements/approvals and internal controls for this expenditure is the responsibility of the Division/Program. I certify that the information provided above is, to the best of my knowledge, true and correct.



Department/Division/Program Head Signature

5/29/14

Date

For Chief Procurement Officer Use Only

Date Notice Posted: May 30, 2014

Inquiries about this request shall be directed to the contact named in Item 8. Submit written objection to this NOTICE OF REQUEST FOR EXEMPTION within seven (7) calendar days, or as otherwise allowed, from the Date Notice Posted to:

Chief Procurement Officer - The Judiciary
Financial Services Department
Contracts & Purchasing Office
1111 Alakea Street, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date