

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

TO: Chief Procurement Officer

FROM: District Court of the First Circuit, Kaneohe Division
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:

<p>1. Describe the goods, services or construction: RQ 5280 - Replace and install audio recording equipment at Kaneohe District Courts, Courtroom B</p>	
<p>2. Vendor/Contractor/Service Provider: The Audio Visual Company (AVCO)</p>	<p>3. Amount of Request: \$4,310.16</p>
<p>4. Term of Contract From: To: n/a</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable): n/a</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: It would not be practicable or advantageous to procure by competitive means because the current audio recording equipment in Courtroom B at Kaneohe District Court utilizing FTR recording system. As such, AVCO is an authorized vendor of the system integrator designed by FTR, AVCO is the sole provider in Hawaii for installation, maintenance and repair of equipment related to operations of the FTR recording system. The current equipment has failed and they are temporarily using older, loaner equipment.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: This exemption request to is contract with The Audio Visual Company (AVCO), an authorized vendor of the system integrator based on their knowledge and expertise to service the existing FTR system and to retain the product warranty and guarantee of the original system remains functional and meets the needs and demand of the The Judiciary.</p>	

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
Shirley J. Chargualag	Court Administrator II	534-6302	shirley.j.chargualaf@courts.hawaii.gov
Calvin C. Ching	Deputy Chief Court Administrator	538-5120	calvin.c.ching@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.

/s/ Calvin C. Ching

Department/Division/Program Head Signature

03/30/2016

Date

For Chief Procurement Officer Use Only

Date Notice Posted: ____

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