

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

TO: Chief Procurement Officer

FROM: First Circuit Court
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:

K5662

Records storage of legal documents and court reporter video tapes.

2. Vendor/Contractor/Service Provider:

ACE Records Management and Storage

3. Amount of Request:

\$41,718.00 (annual cost)

4. Term of Contract From: 07/01/2016 To: 06/30/2017

5. Prior Judiciary Procurement Exemption No.
(if applicable):

JE16-07

6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:

Housing legal documents record at ACE Records Management and Storage was suppose to be a temporary measure until the records can be accommodated by the Judiciary's Records Management office. Housing court reporters video tapes requires a temperature control room with a halon fire suppression system, which ACE Records Management has constructed.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

ACE Records Management and Storage was selected on the basis of low bid. Also, the ability to construct a temperature controlled room with a halon fire suppression system designed to house video tapes of court proceedings for the Court Reporters Branch.

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
Paul Kaneshiro	First Circuit Court	539-4351	Paul.t.kaneshiro@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/ Paul Kaneshiro

Department/Division/Program Head Signature

06/23/2016

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 06/23/2016

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