

**THE JUDICIARY, STATE OF HAWAII
NOTICE OF AMENDMENT TO EXEMPTION
FROM HRS CHAPTER 103D**

TO: Chief Procurement Officer

FROM: Family Court / First Circuit Court
Name of Requesting Division/Program

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

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| <p>1. Describe the goods, services or construction: Request S7268 - To amend the Exemption for the purchase of various food and/or food related items for the various Oahu Juvenile Detention Facilities</p> | |
| <p>2. Vendor/Contractor/Service Provider: HFM Food Service, Palama Holdings, Ham Produce and Seafood , Meadow Gold Dairies and P & E Foods Inc.</p> | <p>3. Amount of Request: \$40,000.00</p> |
| <p>4. Term of Contract From: 07/01/2017 To: 12/31/2017</p> | <p>5. Prior Judiciary Procurement Exemption o. (if applicable): JE18-43</p> |
| <p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: It is not practical nor advantageous for the Program/Division to procure by competitive means during this time period. All the vendors accept purchase orders and upon getting three quotes they were the lowest bidders. The Program/Division is working with Contracts and Purchasing to solicit in Hiepro, however in the interim food is a necessity. The various Oahu Detention Facilities have been ordering food by acquiring three (3) quotes for the purchase of food for such items as meat, poultry, pork, vegetables and fruits that have purchased over \$2,500 but less than \$15,000 per fiscal year. This was as required for small purchases of \$2,500 but less than \$15,000. During the fiscal year 2017, five (5) of the vendors had submitted invoices in excess of \$15,000 per vendor for the year. Due to the vendor submitting invoices over the \$15,000, the various Oahu Detention Facilities inadvertently did not obtain bids in HiePro as required for purchases over \$15,000.00.</p> | |
| <p>7. Explain in detail, the proces that will be or was utilized in selecting the vendor/contractor/service provider: The various vendors listed were selected based on they are the only ones to accept purchased orders</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 |
|-----------------|------------------------------|--------------|-------------------------------------|
| Rockne Maunupau | FC/Superintendent | 954-8359 | rockne.l.maunupau@courts.hawaii.gov |
| Paul Kaneshiro | Court Admin. Service Officer | 539-4351 | Paul.t.kaneshiro@court.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

12/28/2017

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 AMENDMENT TO 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