

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

TO: Chief Procurement Officer

FROM: Second Circuit / Administrative Services Division
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:

<p>1. Describe the goods, services or construction: To purchase 18 custom penthouse rest room vents, located on Hoapili Hale roof.</p>	
<p>2. Vendor/Contractor/Service Provider: Norman S. Wright Mechanical Equipment Corporation 94-449 Koaki Street, Waipahu, HI 96797-82875</p>	<p>3. Amount of Request: \$22,038.00 including shipping and tax.</p>
<p>4. Term of Contract From: 05/01/2018 To: 08/31/2018</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable):</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 practicable or not advantageous for the Program/Division to procure by competitive means because this is the only distributor in Hawaii for this specialized product. In checking the internet for this or similar products that are produced or distributed in Hawaii, vendor, Norman Wright Mechanical Equipment company is the only listed distributor of two (2) manufacturers that are located within the continental 48 states. It would not be feasible to solicit to the other vendors which are not within our geographical reach, as freight cost would surpass the products worth. Other mainland based manufacturers in which were researched currently do not have history of doing business in Hawaii</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: Vendor, Norman Wright Mechanical Equipment company was found via the internet. An extensive search for vendors within the similar field throughout the United States resulted in multiple manufacturers. However, the crucial deciding factor what of the multiple vendors found through the internet, only one (1) distributor doing business in Hawaii was a representative that is capable to import the product from two (2) different manufacturers located in the mainland.</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
Steve A. Morar	Facilities Management	808.244.2731	Steven.A.Morar@courts.hawaii.gov
Sandy S. Kozaki	Chief Court Administrator	808.244.2882	Sandy.S.Kozaki@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/ Sandy S. Kozaki

Department/Division/Program Head Signature

4/23/2018

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 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