

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

TO: Chief Procurement Officer

FROM: Second 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:

<p>1. Describe the goods, services or construction: Provide basic air conditioning, elevator room, water treatment, and other chiller maintenance services for Hoapili Hale.</p>	
<p>2. Vendor/Contractor/Service Provider: Oahu Air Conditioning Service, Inc. (OAC) 938 Kohou Street P.O. Box 17010, Honolulu, HI 96817</p>	<p>3. Amount of Request: No change</p>
<p>4. Term of Contract From: 01/01/2018 To: 01/31/2018</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable): JE17-31</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: Second Circuit's original contract with OAC expired on 12/31/13. A solicitation via HEPS was issued on November 2013, however, the Second Circuit was unable to award a contract due primarily to budgetary limitations in light of the prohibitive costs proposals received. Hoapili Hale's air conditioning system went through a major overhaul through a CIP project (DAGS job #7529). An exemption from the Provision of HRS 103D was requested and granted (JE 14-31) to enter into an agreement with OAC from 05/01/14 to 9/30/14. On 09/24/14, another exemption (JE 15-20) was granted to OAC to provide essential air conditioning maintenance services as the CIP project was anticipated to commence shortly. Due to a delay in the CIP AC project, on 11/04/15 an exemption was granted (JE 16-25) to extend the OAC contract. A fourth exemption was requested as the air handlers that were replaced through the CIP project was covered under a 1 year warranty with the contractor. Due to vendor's scheduling conflict, we are extending the contract for an additional one (1) month for the vendor to honor the current contract. It is impractical to procure a new vendor as additional costs may be incurred familiarizing new vendor with the facility and procedures for such a limited timeframe.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: OAC has been satisfactorily providing needed maintenance services at Hoapili Hale since July 2011 and was the vendor contracted for the CIP funded chiller upgrade project (DAGS Job #15-21-7374). OAC has years of experience and familiarity with the building and its equipment. Vendor was awarded the current contract, therefore it more cost efficient and beneficial to remain with the vendor. Any changes would be detrimental to the reliability of the system and function of the daily routine.</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
Paul Petro	Second Circuit Court	808.244.2999	Paul.M.Petro@courts.hawaii.gov
Sandy Kozaki	Second Circuit Court	808.244.2929	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

12/21/2017

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