

**THE JUDICIARY, STATE OF HAWAII**  
**NOTICE OF TO 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 to amend an exemption for the following:*

<b>1. Describe the goods, services or construction:</b> Records storage of legal documents and court reporter video tapes.	
<b>2. Vendor/Contractor/Service Provider:</b> Ace Records Management & Storage P.O. Box 17031 Honolulu, HI 96817 Phone #: (808) 845-0222	<b>3. Amount of Request:</b> \$55,800.00 (annual)
<b>4. Term of Contract</b> From: 7/01/2019    To: 06/30/2020	<b>5. Prior Judiciary Procurement Exemption No.</b> (if applicable): JE 19-21
<b>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:</b> Housing legal documents record at ACE Records Management and Storage was intended to be only 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.	
<b>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</b> 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 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 / CASO	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.

*Paul Kaneshiro*

Department/Division/Program Head Signature

*6/4/19*

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 6/6/2019

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, 6<sup>th</sup> Floor  
Honolulu, Hawaii 96813---2807

Chief Procurement Officer (CPO) Comments:

Approving only a six (6) month term from July 1, 2019 - December 31, 2019 in an amount not to exceed \$27,900.00.

Program shall determine storage needs and procure as a 103D small purchase for services after December 31, 2019.



Approved



Disapproved



No Action Required

*[Signature]*

Chief Procurement Officer Signature

*6/24/19*

Date



Hawai'i State  
**Judiciary**

(<https://www.courts.state.hi.us/>)

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## Exemption and Sole Source Notices and Awards

### Fiscal Year 2018

Exemption No.	Posted Date	Approval Date	Vendor Name	Description	Amount	Comments
JE20-35	06/06/2019		<u><a href="https://www.courts.state.hi.us/wp-content/uploads/2019/06/JE20-35-ADA.pdf">Phoenix Pacific, Inc.</a></u> ( <a href="https://www.courts.state.hi.us/wp-content/uploads/2019/06/JE20-35-ADA.pdf">https://www.courts.state.hi.us/wp-content/uploads/2019/06/JE20-35-ADA.pdf</a> )	Monitoring and preventive maintenance to fire detection and alarm system at Kauikeaouli Hale	\$11,091.12	
JE20-34	06/06/2019		<u><a href="https://www.courts.state.hi.us/wp-content/uploads/2019/06/JE20-34-ADA.pdf">Ace Records Management &amp; Storage</a></u> ( <a href="https://www.courts.state.hi.us/wp-content/uploads/2019/06/JE20-34-ADA.pdf">https://www.courts.state.hi.us/wp-content/uploads/2019/06/JE20-34-ADA.pdf</a> )	Records storage of legal documents and court reporter video tapes.	\$55,800.00	
JE20-28	05/29/2019		<u><a href="https://www.courts.state.hi.us/wp-content/uploads/2019/05/JE20-28-ADA.pdf">Hawaii Justice Foundation</a></u> ( <a href="https://www.courts.state.hi.us/wp-content/uploads/2019/05/JE20-28-ADA.pdf">https://www.courts.state.hi.us/wp-content/uploads/2019/05/JE20-28-ADA.pdf</a> )	FY 2020 Indigent Legal Assistance Fund (ILAF) administrator	Estimated \$50,000.00	
JE20-33	5/23/2019		<u><a href="https://www.courts.state.hi.us/wp-content/uploads/2019/05/JE20-33-ADA.pdf">Women in Need</a></u> ( <a href="https://www.courts.state.hi.us/wp-content/uploads/2019/05/JE20-33-ADA.pdf">https://www.courts.state.hi.us/wp-content/uploads/2019/05/JE20-33-ADA.pdf</a> )	Emergency housing for women which provides complete treatment in a continuum of care for sobriety and early recovery for the First Circuit Family Drug Court	\$5,000.00	



## **ACE Records Management & Storage**

P.O. Box 17031, Honolulu, Hawaii 96817, Tel: (808) 845-0222, Fax: (808) 847-2856

June 24, 2019

Suzanne Hiramoto  
First Circuit Court - Fiscal  
777 Punchbowl Street, 1st Floor  
Honolulu, HI 96813

Re: Rates for Upcoming Fiscal Year

Hello Suzanne,

Thank you for the opportunity to service the Judiciary Branches. For the upcoming 07/01/19 – 12/31/19 fiscal year, in anticipation of a significant increase to the total box count in storage, we will be increasing the base storage rate this year. In addition, due to the competitiveness of retaining good drivers and personnel, we will need to increase the service charges portion of the contract. The proposed rates are as followed:

### **Legal Documents – Honolulu & Kapolei Branches**

Storage: \$3,000/month

### **Court Reporters – Honolulu Branch**

Video Storage: \$825.00/month

Video Maintenance: \$825.00/month

### **Delivery and Pickup of boxes**

***Honolulu location:*** \$4.00/box (\$28.00 minimum) - A minimum delivery/pickup charge of \$28.00 per order will be assessed. If a division requests a combined pickup or delivery of less than 7 total boxes, a minimum charge of \$28.00 will be incurred.

***Kapolei location:*** \$8.50/box charged on first 5 boxes (\$42.50 minimum per order), \$7.00/box after 5<sup>th</sup> box. If branch orders a combined pickup or delivery of less than 5 boxes, a minimum charge of \$42.50 will be incurred.

If you require shredding of boxes, please call us for the most up-to-date pricing information. Should you have any concerns or require additional information, please contact Patrick Doi or myself at 845-0222.

Sincerely,

Amy Guarin  
Accountant