

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

TO: Chief Procurement Officer

FROM: Facilities Management, First Circuit
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:

<p>1. Describe the goods, services or construction:</p> <p>Repair and maintenance service contract for the air conditioning computerized system which covers the Automated Logic's WebCTRL System at Ka'ahumanu Hale</p>	
<p>2. Vendor/Contractor/Service Provider:</p> <p>Island Controls, Inc. 4355 Lawehana Street #1 Honolulu, HI 96818</p>	<p>3. Amount of Request:</p> <p>\$7,832.46</p>
<p>4. Term of Contract From: To:</p> <p>01/01/2021 to 12/31/2021</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable):</p> <p>JE20-47</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:</p> <p>It is not practicable or not advantageous for the Program/Division to procure by competitive means for repair and maintenance services for the computerized system that controls the air conditioning services at Ka'ahumanu Hale because the current vendor, Island Controls, Inc. is the only authorized dealer for the Automated Logic's WebCTRL System for the entire State of Hawaii. As such, Island Controls, Inc.'s staff is factory trained and will provide all the software and hardware tech-tips and updates from the factory. Vendor services includes all Software and Upgrades, these are important to keep the system operational. As with all computer systems, and especially the system which controls the air conditioning systems helps reduce energy usage, these updates and upgrades along with periodic system maintenance and back-up provides the Judiciary with a continuously operational system.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>Island Controls, Inc was selected because vendor is the Authorized Dealer for Automated Logic's WebCTRL System for the entire State of Hawaii. In maintaining our dealership vendor's staff is factory trained and are provided with all the software and hardware updates from the factory. Vendor updates and upgrades along with periodic system maintenance and back-up provides the Judiciary with a continuously operational system.</p>	

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).539-

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Program	Phone Number	email address
Dee Dee Letts	First Circuit Court/CASO	539-5990	DeeDee.D.Letts@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/ Dee Dee Letts

10/2/2020

Department/Division/Program Head Signature

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 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