

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

TO: Chief Procurement Officer
FROM: District Court Court Administrator - DCCA

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:

1. Describe the goods, services or construction:
One (1) year maintenance to service the Alarm Systems located at Kauikeaouli Hale.

2. Vendor/Contractor/Service Provider: Alert Alarm of Hawaii 3210 Ualena Street Honolulu, HI 9681	3. Amount of Request: \$3,062.88
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4. Term of Contract From: To: 10/04/2020 – 10/03/2021	5. Prior Judiciary Procurement Exemption No. (if applicable):
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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 attempting to procure with another vendor to monitor and maintain our alarms system would undermine and compromise the integrity of our current alarm systems. We always rely on Alert Alarm of Hawaii for their services including any parts replacement because of their expertise.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
Honolulu District Court and Rural Courts has been utilizing Alert Alarm Systems services since 2005 due to their extreme knowledge and technical skill with DMP XR200 system for Duress Alarms in our buildings, Service Technicians at Alert Alarm System are factory trained and certified on the installation and service of DMP products.

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
Joseph Choo	Court Operation Specialist	538-5127	
Dee Dee Letts	Court Administrative Officer (TA)	538-5990	

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

10/14/2020

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