

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

TO: Chief Procurement Officer

FROM: District Court of the 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:*

1. Describe the goods, services or construction:  
 An exemption for District of the First Circuit Court and Rural Courts from the procurement provisions of 103D HRS to renew 07/01/2023 to 06/30/2024 maintenance contract with Astrophysics Inc. for maintaining the court facility check point security x-ray screening machines equipment.

2. Vendor/Contractor/Service Provider:  
 Astrophysics Inc.  
 21481 Ferrero Parkway  
 City of Industry, CA 91789

3. Amount of Request:  
 \$21,127.50

4. Term of Contract From: To:  
 07/01/2023 - 06/30/2024

5. Prior Judiciary Procurement Exemption No. (if applicable):  
 JE23-04

6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:  
 Astrophysics Inc. is the proprietary provider of this brand of x-ray screening equipment. Due to the technical nature of the equipment and our reliance on this equipment to provide our courts with a safe and secure environment, it is essential that we retain Astrophysics' services to ensure proper equipment performance up to manufacturer specifications.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:  
 Astrophysics is the manufacturer of this equipment and is the only company in Hawaii to be able to provide certified maintenance services for these equipment located at the various First Circuit Court locations. Astrophysics render technical support even after hours and on weekends. They also offer an unlimited corrective maintenance.

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
Dee Dee Letts *	Deputy Chief Court Coordinator	539-4351	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

Department/Division/Program Head Signature

3/21/2023

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

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date