

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

TO: Chief Procurement Officer

FROM: 5th Circuit Court
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>1. Shut down affected system and make safe for work. Recover existing system charge as necessary.</p> <p>2. Pressurize system and check for leaks. Repair leaks that are repairable. Report any non-repairable leaks.</p> <p>3. Replace rupture disc. Verify no further leaks and charge system with refrigerant.</p> <p>4. Start up and check operations.</p>	
<p>2. Vendor/Contractor/Service Provider: Oahu Air Conditioning Service, Inc.</p>	<p>3. Amount of Request: \$10,038.89</p>
<p>4. Term of Contract From: To: From Execution of Contract - 06/30/2024</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable):</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>Oahu Air Conditioning is currently under contract with Kauai Judiciary for maintenance of the HVAC systems. Oahu Air Conditioning found the refrigerant leak issue with Chiller #2 while completing monthly services. They are under contract for maintenance and are familiar with our Chiller #2 trouble and should be responsible for repairs to insure quality of work. If any problem arise they are who we contact for repairs or outages during or after business hours.</p> <p>It is advantageous to have one party responsible for the proper functioning of the ventilation and air conditioning systems. Allowing another vendor to work on our system exposes the Judiciary to potential multi-vendor conflicts which may impair the functioning and maintenance of the ventilation and air conditioning systems.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</p> <p>Current contract was procured as a competitive sealed bid. They are currently under contract with 5th Circuit Court for maintenance/ service and are the most familiar with current issues that have been quoted for repairs. Oahu Air Conditioning was the responsible party that found the leak during regularly scheduled maintenance and should be the ones to complete repairs due to insure quality of work.</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
Shirley Moriguchi	Fifth Judicial Circuit	(808) 482-2307	shirley.s.moriguchi@courts.hawaii.gov
Steven Serizawa	Fifth Judicial Circuit	(808) 482-2381	steven.t.serizawa@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/ Kari Yamashiro

Department/Division/Program Head Signature

04/02/2024

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