

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:

1. Describe the goods, services or construction:

Trane AHU 1-2.

Replace deteriorating Fan assembly unit AHU 1-2.

Disassemble and gain access to the fan assembly.

Remove and replace fan assembly (fan housing, wheel, shaft, and bearings).

Mount existing sheaves and install belt, align as necessary.

Reassemble unit, startup and check operations.

2. Vendor/Contractor/Service Provider:

Oahu Air Conditioning Service, Inc

3. Amount of Request:

\$6,959.00

4. Term of Contract From:

To:

Upon execution of contract

June 30, 2024

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

6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:

Oahu Air Conditioning Service, Inc. is Fifth Circuit's current air conditioning system maintenance/service vendor under contract J23009. 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.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

The current air conditioning system maintenance contract was procured as a competitive sealed bid. Oahu Air Conditioning Service Inc is Fifth Circuit's current vendor for the maintenance/ service of the air conditioning system and are the most familiar with current issues that have been quoted for repairs. 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.

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

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 L Yamashiro

Department/Division/Program Head Signature

05/29/2024

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 05/02/2024

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