

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

TO: Chief Procurement Officer

FROM: Fifth Judicial 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:
Remove and replace economizer gaskets to the ventilation and air conditioning system and ensure system is functioning properly. Quote is inclusive of parts and labor.

2. Vendor/Contractor/Service Provider:
Oahu Air Conditioning Services, Inc.

3. Amount of Request:
\$4800.00

4. Term of Contract From: To:
Upon execution of contract - 2 weeks

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:
Judiciary Fifth Circuit currently has a contract with Oahu Air Conditioning Services, Inc. for ventilation and air conditioning maintenance/services. 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:
Current contract for Judiciary Fifth Circuit's ventilation and air conditioning maintenance/service was procured as a competitive sealed bid. The contract was awarded to Oahu Air Conditioning Services, Inc. Oahu Air Conditioning Services, Inc. detected the leak during a regularly scheduled maintenance. Allowing another vendor to work on the air conditioning 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
Steven Serizawa	Fifth Circuit Court/Facilities	808-482-2381	steven.t.serizawa@courts.hawaii.gov
Shirley Moriguchi	Fifth Circuit Court/ Fiscal	808-482-2307	shirley.s.moriguchi@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

09/26/2024

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

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No Action Required

Chief Procurement Officer Signature

Date