

THE JUDICIARY, STATE OF HAWAII
NOTICE AND REQUEST FOR SOLE SOURCE

TO: Chief Procurement Officer

FROM: Fifth Judicial Circuit

Name of Requesting Division/Program

Pursuant to HRS § 103D -306 and HAR Chapter 3-122, Subchapter 9, The Judiciary requests sole source approval to purchase the following:

1. Describe the goods, services or construction to be procured:
Fire alarm service, inspection and repair for Fifth Judicial Circuit.

2. Vendor/Contractor/Service Provider Name:
Phoenix Pacific Inc.

3. Amount of Request:
\$7,998.00 + 364.87(state GE tax) Total \$8,374.87

4. Term of Contract (shall not exceed 12 months), if applicable:

From: 6/23/2025 To: 6/22/2026

5. Prior Judiciary Procurement Sole Source No.
(if applicable):

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

Testing, inspection and repair of Fire Alarm System at Fifth Judicial Court. Yearly inspections of fire alarm panel, horns, strobes, smoke heads, and trouble shooting by Phoenix Pacific Inc. a factory authorized representative and NICET certified Incorporation.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department.

PPI was the programmer of the site-specific software and installer on record for the facility's recent construction. This included providing warranty services after construction. As a result, PPI has specific history with and knowledge of the facility. As the programmer and installer as well as being a factory authorized representative and NICET certified, they are uniquely qualified to maintain the fire alarm system at the quality level required for most efficient operation.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction:

PPI was the programmer of the site-specific software and installer on record for the facility's recent construction. This included providing warranty services after construction. As a result, PPI has specific history with and knowledge of the facility. As the programmer and installer as well as being a factory authorized representative and NICET certified, we are uniquely qualified to maintain the fire alarm system at the quality level required for most efficient operation. Since PPI was responsible for the installation of the current fire alarm system it would not be feasible or cost effective to solicit for the maintenance services.

- a. Edwards equipment is used in 100% of the facility. Non-Edwards parts are not compatible.
- b. PPI would need to be subcontracted for proprietary software needs (cost impact).
- c. PPI would be the preferred supplier for purchasing parts that include a factory warranty.
- d. Delays in repairs or testing could affect normal business operations.
- e. The proposed Sole Source contract is cost effective for the Kauai Judiciary Courthouse.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

Phoenix Pacific Inc. are the original installers and programmers of the current software system for fire alarm system and is currently under contract with Fifth Judicial Circuit.

The current software for the fire alarm system is proprietary software. Therefore, only PPI can maintain and repair the current Fifth Judicial Circuit fire alarm software system.

9. 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/Fiscal	8084822307	shirley.s.moriguchi@courts.hawaii.gov
Steven Serizawa	Fifth Judicial Circuit/Facilities	8084822381	steven.t.serizawa@courts.hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-12, Subchapter 15, Cost Pricing Data, if required.

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

02/21/2025

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 9. Submit written objection to this NOTICE OF REQUEST FOR SOLE SOURCE 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