

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

TO: Chief Procurement Officer

FROM: Third 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:*

<p>1. Describe the goods, services or construction:</p> <p>Elevator maintenance agreement for six Otis elevators at the Kona Courthouse.</p>	
<p>2. Vendor/Contractor/Service Provider:</p> <p>Otis Elevator Company</p>	<p>3. Amount of Request:</p> <p>\$369,462.72</p>
<p>4. Term of Contract From: To:</p> <p>08/29/2025 to 08/31/2030</p>	<p>5. Prior Judiciary Procurement Exemption No. (if applicable):</p> <p>JE21-24</p>
<p>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means: Investigation by DAGS Central Services Division has determined that servicing by the elevator manufacturer affords the best liability protection and value for the State. The basis for this includes: a) liability issues, accountability through single sole manufacturer to protect the Judiciary exposure to liability; b) cost and parts availability, as the manufacturer has access to original parts, specifications, parts and engineering support to perform repairs and maintenance work as being the original equipment manufacturer (OEM); c) manufacturer's factory-trained technicians who have technical expertise and access to proper parts.</p>	
<p>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: According to #6 above, selecting the manufacturer of the elevators and wheelchair lifts affords the best value to the State. Otis was selected because they manufactured and installed the elevators at the Kona Courthouse.</p> <p>Otis has also performed satisfactorily during the installation and warranty period. There are no performance reasons to consider other vendors. Safety and health of the public and employees is paramount. Competing vendors are less able to provide the advantages offered by Otis.</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
Chelsea K. Kane	Third Judicial Circuit/Facilities	808-322-8725	chelsea.k.kane@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/ Dean T. Hiraki

Department/Division/Program Head Signature

9/29/2025

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

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No Action Required

\_\_\_\_\_  
Chief Procurement Officer Signature

\_\_\_\_\_  
Date