

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:

Keahuolu's ventilation and air conditioning mechanical systems were solely manufactured by Johnson Controls. It is impracticable to search for other vendors who manufacture Johnson Controls equipment. Johnson Controls' sole source letter dated 07/22/2025 explains that Johnson Controls is the only vendor providing YORK equipment, software, and service for these systems. Because of their unique technical nature, servicing of these systems needs to be performed by Johnson Controls; as non-Johnson Controls providers may not have access to all software updates and required products which could compromise the functionality and integrity of the system. Johnson Controls has local resources, factory support and corporate support in Hawaii.

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.

As the sole supplier of these systems in the State of Hawaii, no other vendor has the technical expertise or can provide services for the HVAC system. Johnson Controls is the only vendor who is authorized to provide equipment and service for these systems. Service performed by non-Johnson Controls providers may not have the access to all software updates and required products.

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
Chelsea K Kane	Third Judicial Circuit	8083228725	chelsea.k.kane@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/Robert D.S. Kim

Department/Division/Program Head Signature

11/06/2025

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