

THE JUDICIARY, STATE OF HAWAII

NOTICE OF REQUEST FOR EXEMPTION

FROM HRS CHAPTER 103D

TO: Chief Procurement Officer

FROM: Policy & Planning Division, CIP
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: Roofing repair services for the existing roofing systems at various areas of the Kapuaiwa Building and Ali'iōlani Hale. At Kapuaiwa Building, work includes repair of 15 roof tears and one concrete ledge. At Ali'iōlani Hale, work includes repair of five damaged roof areas and approximately 150 square feet of roofing surrounding a rooftop AC unit. The affected roof areas have failed and are allowing water to leak into interior spaces. Repairs will include removal of damaged and/or loose roof membrane, cleaning and reactivation of affected areas, and resealing with a new fabric-reinforced membrane system compatible with the existing roofing system to restore waterproofing and prevent further water intrusion.	
2. Vendor/Contractor/Service Provider: Commercial Roofing & Waterproofing	3. Amount of Request: \$12,450.00
4. Term of Contract From: To: Upon execution to December 31, 2026	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: Competitive procurement is not practicable or advantageous due to the specialized nature of the existing roofing systems, limited availability of certified applicators, and the need to address the repairs expeditiously. Allied Pacific Builders, the General Contractor for the existing roofing systems at both buildings, has not been responsive to previous repair requests. Pacific Industrial Coatings, the roofing subcontractor, had its general contractor's license terminated in 2018 and ceased operations in 2024. Commercial Roofing & Waterproofing is a certified applicator of the existing roofing systems and has successfully performed emergency repairs at both buildings during the past two years due to its responsiveness and familiarity with the systems. Its previous emergency repair pricing was determined to be reasonable and prudent. Given the current unstable weather conditions, expediting the necessary repairs with a qualified and experienced contractor is in the best interest of the Program/Division.	
7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: Commercial Roofing & Waterproofing was selected based on its demonstrated responsiveness and successful performance of emergency roof repairs at both buildings during the past two years. The Program/Division considered the limited number of certified applicators for the existing roofing systems, as well as the contractor's familiarity and experience with the existing roof systems and conditions at both buildings. This experience is particularly beneficial given the unresponsiveness and unavailability of the contractors previously associated with the original roof system installation. Commercial Roofing & Waterproofing's prior performance and familiarity with both buildings provide the Program/Division with confidence in its ability to promptly and appropriately perform the required repairs.	

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
James Shattuck	CIP Division	539-4748	james.r.shattuck@courts.hawaii.gov
Kaili Soon	First Circuit Facilities Manager	539-4005	kaili.b.soon@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/ Karen Takahashi

Department/Division/Program Head Signature

9/3/2026

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

☐

No Action Required

Chief Procurement Officer Signature

Date