

**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:

1. Describe the goods, services or construction:  
K5273  
Ventilation and air conditioning repair. Replace three damaged variable frequency drives: One chilled water pump; two air handler units.

2. Vendor/Contractor/Service Provider: Oahu Air Conditioning Service	3. Amount of Request: \$14,317.80
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4. Term of Contract From: To: Not applicable	5. Prior Judiciary Procurement Exemption No. (if applicable): JE 15-19
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6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:  
Ventilation and air conditioning involves complex and expensive machinery to maintain a healthy and safe environment inside HJC, for both employees and members of the public. It is advantageous to have one point of responsibility for the proper functioning of HJC's ventilation and air conditioning systems.  
It is disadvantageous to procure competitively. Doing so opens the Judiciary to potential multi-vendor conflicts which could impair the functioning of HJC's ventilation and air conditioning systems.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:  
We want one party responsible for the proper functioning of HJC's ventilation and air conditioning systems. We propose engaging Oahu Air Conditioning Service. They are the air conditioning maintenance contractor for HJC, under Judiciary Contract No. J15001.

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
Colin Young	Admin Services, Fiscal Office	808.961.7242	Colin.S.Young@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.**

Lester D. Oshiro, Chief Court Administrator

03/16/2016

*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 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

No Action Required

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*Chief Procurement Officer Signature*

\_\_\_\_\_  
*Date*