

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

**To:** Chief Procurement Officer

**From:** Second Circuit/Administrative Services Division  
*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><b>1. Describe the goods, services or construction:</b> To clean air handler units 1 &amp; 2, replace existing filters, and add ultra violet light fixtures/lamps. Remove and replace flex ducts, remove and clean diffuser plenum, and encapsulate supply plenum in legal docs area of Hoapili Hale.</p>	
<p><b>2. Vendor/Contractor/Service Provider:</b> Dorvin D. Leis co., Inc.</p>	<p><b>3. Amount of Request:</b> \$133,462.41</p>
<p><b>4. Term of Contract</b> From: 06/15/2017 To: 07/31/2017 Estimated term</p>	<p><b>5. Prior Judiciary Procurement Exemption No. (if applicable):</b> N/A</p>
<p><b>6. Explain in detail why it is not practicable or not advantageous for the Program/Division to procure by competitive means:</b> It is not practicable or not advantageous to procure by competitive means as the health and safety of our employees are of concern and needs to be address promptly. Employees have reported adverse health issues that may be attributed to dust in our AC system. As such, it critical that The Judiciary address the employees concerns immediately to insure further problems and/or complication do not arise. It is imperative the job is completed withing a reasonable time frame and work be completed by a highly qualified vendor.</p>	
<p><b>7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:</b> Dorvin D. Leis, vendor was chosen based on previously completed satisfactory work at Hoapili Hale. Vendor is familiar with the layout of Hoapili Hale and has complete several jobs in the past, all in which meet the Judiciary standards, if not exceed. Dorvin D. Leis is one of the largest mechanical engineering firms in the state and has been in business since 1967. They have experience working with large AC system in both installation and repairs. Dorvin D. Leis estimated price quote was in our budget and they have available staff on island to complete the work promptly.</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
Marsha Yamada	Second Circuit Court	808-244-2784	Marsha.T.Yamada@courts.hawaii.gov
Sandy Kozaki	Second Circuit Court	808-244-2929	Sandy.S.Kozaki@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/ Sandy S. Kozaki

Department/Division/Program Head Signature

06/14/2017

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

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