

**THE JUDICIARY, STATE OF HAWAII  
NOTICE OF REQUEST TO AMEND AN EXEMPTION  
FROM HRS CHAPTER 103D CONTRACT**

TO: Chief Procurement Officer

FROM: First Circuit Court

\_\_\_\_\_  
*(Name of Requesting Division/Program)*

*Pursuant to HRS § 103D -102 (b)(4) and HAR Chapter 3-120, The Judiciary requests to amend an exempt contract as follows:*

1. CP-3, Exemption Reference (JE) number:

JE20-34

2. Vendor/Contractor/Service Provider Name:

Ace Records Managment & Storage

3. Describe the goods and/or services:

Housing legal document records and court reporters' video tapes at ACE Records Management and Storage.

4. Explain in detail what is being amended:

The contract is for a six (6) month period starting from July 1, 2019 to December 31, 2019 at a cost not to exceed \$27,900.00. As of September 2019, the balance is at \$4,181.50. Storage expense for the remaining three months (October - December 2019) most likely will exceed the \$27,900.00. Therefore, requesting additional funding of \$28,000.00 to amend the contract cost from \$27,900.00 to \$55,900.00.

5. Amended contract price for this request:

\$28,000.00

6. Explain in detail why the amendment(s) are necessary:

Office space for Legal Document sections located in Kapolei and Honolulu are becoming limited and a potential safety hazard. Therefore, there is a need to store additional boxes for both locations at the storage facility. The remaining balance from the budgeted \$27,900.00 is close to being utilized. As of September 2019, the balance is at \$4,181.50.

7. 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
Paul Kaneshiro	First Circuit Court / CASO	539-4351	Paul.T.Kaneshiro@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/ Paul Kaneshiro

9/19/2019

\_\_\_\_\_  
*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

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

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