

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

TO: Chief Procurement Officer

First Circuit Court

FROM:

\_\_\_\_\_  
*(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 Management & 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 current contract is for a six (6) month term that started from July 1, 2019 and is set to expire on December 31, 2019. It was initially anticipated that all records would have been transferred from Ace Records to Access Information Management by December 31, 2019, but due to several issues encountered during the IFB bid process, awarding and approving a contract for records storage and delivery has been delayed. At this time, the First Circuit is still negotiating with a potential bidder through an alternative procurement method and direct negotiation; as a result, final approval of a contract may not be completed until mid-December 2019. Therefore, we are requesting an extension for a six (6) month term starting from January 1, 2020 and ending on June 30, 2020.

5. Amended contract price for this request:

\$80,000

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. In addition, once a bidder is awarded and contract finalized, due to the large quantity of records, additional time will be needed to transfer approximately 9,032 cubic feet of records without rushing the process. It is critical that the process of physically transferring, bar coding and creating a comprehensive inventory of the court records be done as accurately and completely as possible.

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*

*Department/Division/Program Head Signature*

*12/9/2019*

*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*