

**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/Fiscal and Support Services  
\_\_\_\_\_

*(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 Inc.

3. Describe the goods and/or services:  
First Circuit Court off-site records storage for court records (legal documents case files) and court reporter video transcripts.

4. Explain in detail what is being amended:  
Existing contract no. J20224 will be expiring June 30, 2020; amended for a six (6) month term starting July 1, 2020 through December 31, 2020, at a cost not to exceed \$28,000.00. It was initially anticipated that all records would have been transferred from Ace Records to Access Information Management by June 30, 2020

5. Amended contract price for this request:  
\$28,000 base rate for the six-month period

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

The current contract with Ace Records Storage is due to expire June 30, 2020, due to the transfer of the First Circuit Court's legal documents court records and court reporter video transcripts to new vendor Fileminders of Hawaii, LLC, dba Access Information Management. Due to the COVID-19 situation in March and resulting court closures and Judiciary operations, only essential court business functions are being conducted. All non-essential court operations business, such as the transfer of records from Ace Records Storage to Access, have been halted.

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	Fiscal and Support Services	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

5/29/2020

\_\_\_\_\_  
*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*