

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

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 to amend an exempt contract as follows:

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

JE22-33

2. Vendor/Contractor/Service Provider Name:

Oahu Air Conditioning Service, Inc.

3. Describe the goods and/or services:

Replace broken fan motor in Hilo Judiciary Complex (HJC) Cooling Tower #2. Requirements include replacement motor, terminal block, miscellaneous materials, labor, freight, and crane service.

4. Explain in detail what is being amended:

Amend purchase amount to \$18,702.00. Initial quote expired. New quote is subject to higher freight costs.

5. Amended contract price for this request:

\$18,702.00.

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

This notice amends purchase amount to \$18,702.00. Initial quote expired. New quote is subject to higher freight costs.

JE22-33 stated the cost as \$15,967.00 due to a typographical error.

JA22-02 increased the cost by \$20.00 to \$15,987.00.

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
Colin Young	Third Judicial Circuit	961-7417	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.

/s/ Dawn West, Chief Court Administrator

01/12/2022

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, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date