

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

TO: Chief Procurement Officer

FROM: 1st Circuit Court/Family Court/Facilities

(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: JE22-41
2. Vendor/Contractor/Service Provider Name: Otis Elevator Company
3. Describe the goods and/or services: Repair and maintenance of Family Court Elevator. This include: a) liability issues, accountability through single sole manufacturer to protect the Judiciary to liability exposure; b) cost and parts availability, as the manufacturer has access to original parts, specifications, parts and engineering support to perform repairs and maintenance work as being the original equipment manufacturer; c) manufacturer's factory-trained technicians who have technical expertise and access to proper parts.
4. Explain in detail what is being amended: Amending JE22-41 Amount of Request, as notice was processed and approved for a five (5) year term, however was only approved for year 1 amount of \$86,215.91. Requesting the full five (5) year contract term amount of \$431,079.60.
5. Amended contract price for this request: \$431,079.60

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

Amending JE22-41 Amount of Request is necessary to match the full five (5) year contract term cost. JE22-41 should have reflected the full five (5) contract term amount of \$431,079.60 rather than just the Year 1 cost.

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
Wayne Taniguchi	Facilities Management	538-5490	wayne.s.taniguchi@courts.hawaii.gov
Dee Dee Letts	TA Court Administrative Svc Ofc	538-5990	deedee.d.letts@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/ Dee Dee Letts

3/15/2022

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