

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

TO: Chief Procurement Officer
 FROM: Facilities Management/District 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:
 JE23-15

2. Vendor/Contractor/Service Provider Name:
 Carrier Air Conditioning

3. Describe the goods and/or services:
 Upgrade of Direct Digital Controls for Air Conditioning and Ventilation system at Kauikeaouli Hale.

4. Explain in detail what is being amended:
 Term of Contract will be changed from July 01,2022 - December 31,2022 to June 15, 2022 - December 31, 2022. The need to get this project started is high and lead time due to supply chain COVID issues is problematic. So we will be ordering these parts in June as soon as funding is available so that we may finish the project in a timely manner.

5. Amended contract price for this request:
 Not Applicable

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

This is a year end request and District Court will be utilizing Fiscal Year 2022 fund, so we need to change the commencement date to June 15, 2022 to December 31, 2022.

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
Dee Dee Letts	Fiscal/TA-CASO	539-4351	Dee Dee. D. Letts@courts .hawaii .gov
Wayne Taniguchi	Facilities Mgmt.	539-4005	wayne.s.taniguchi@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

5/19/2022

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