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

TO: Chief Procurement Officer

FROM: Fiscal Mgmt & Support Services Division

(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:

JE23-24

2. Vendor/Contractor/Service Provider Name:

Glen Yorimoto

3. Describe the goods and/or services:

Proposing to enter into a construction administration contract with Glen Yorimoto to oversee and manage the construction of two projects at Ka'ahumanu Hale. The projects to be administered are the roofing repairs on the 4th floor roof and the changing out of the cooling towers which are past their lifespan.

4. Explain in detail what is being amended:

Term of the contract will be amended to November 1, 2022 to November 30, 2023 from previous approved term of October 1, 2022 to September 1, 2023.

5. Amended contract price for this request:

Contract price to stay the same.

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

Additional time is needed to timely process documents and execute contract.

JE23-24 was posted on 9/6/2022. It was then approved 9/16/2022 and our Fiscal office was notified about it on 9/19/2022. A request memo through our internal administration to allow for the contracting was routed and approved on 9/23/2022. During those time periods, a request for the W-9 was made in order to setup the vendor in our database system for processing. The W-9 was submitted with the necessary paperwork to setup the vendor to our central Financial Services Division on 9/26/2022 and vendor was entered in and approved by DAGS on 9/28/2022.

JE23-24 was approved for the contract period starting 10/1/2022. The request to process the agreement will require more time as the review, approvals (through additional administrators), and the execution of the contract will not be finalized prior to the initial projected start date. Amending the start date from 10/1/2022 to 11/1/2022 should also give extra needed time in case of unanticipated issues and/or delays.

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	email address
		Number	
Dee Dee Letts	Fiscal Management & SS Division	808-539-4351	deedee.d.letts@courts.hawaii.gov
	vals and internal controls for this ex tion provided above is, to the best of		e responsibility of the Division/Program. e, true and correct.
/s/ Dee Dee Le	tts		10/3/2022

For Chief Procurement Officer Use Only					
	Date Notice Posted:				
	to the contact named in Item 8. Submit written objection t alendar days, or as otherwise allowed, from the Date Notic				
Chief Procurement Officer Financial Services Departn Contracts & Purchasing Off 1111 Alakea Street, 6 th Floo Honolulu, Hawaii 96813-2	nent fice or				
Chief Procurement Officer (CPO) Comments:					
Approved	Disapproved No Action Required Chief Procurement Officer Signature	Date			