



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

The term of contract is being amended from January 1, 2023 - December 31, 2023 to February 15, 2023 - February 14, 2024 to allow the contract to be executed in a timely fashion. Island Controls had no format to return service quote into a formal contract as required under Judiciary Procurement Circular 2023-04. Judiciary FSD and Facilities requested from Island Controls to accept Judiciary's format to a formal contract. Island Controls late response to agree to such contract resulted in to commence contract to a later start date.

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	First Circuit / DCCA	539-4351	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

Department/Division/Program Head Signature

1/20/2023

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*