

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

TO: Chief Procurement Officer

FROM: First Circuit/Client 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: JE23-40
2. Vendor/Contractor/Service Provider Name: Palama Holdings, LLC
3. Describe the goods and/or services: The contractor provides the Judiciary's Juvenile Detention Facility at the Ronald T.Y. Moon Judiciary Complex with chilled and frozen foods which is necessary for the facility to prepare required meals three times a day for residents and staff.
4. Explain in detail what is being amended: The time performance of the current exempt contract is being amended. The current contract ends on February 28, 2023. This request is to amend the period of the current exempt contract for one (1) additional month for the period covering March 1, 2023 through March 31, 2023.
5. Amended contract price for this request: \$4,000.00

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

The current exempt contract ends on February 28, 2023. An The amendment is being requested as the current exempt contract ends on February 28, 2023. At this time, the new procurement requires to be solicited as a 103D-302 IFB which will require more time. Therefore, the additional month will allow for the procurement process to be completed and execute a new contract for these goods and services.

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).

<b>Name</b>	<b>Division/Program</b>	<b>Phone Number</b>	<b>email address</b>
Dwight S. Sakai*	First Circuit/ DCCA	954-8227	Dwight.S.Sakai@courts.hawaii.gov
Philippe Magloire	DH Superintendent	954-8359	philippe.magloire@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/ Dwight S. Sakai

2/14/2023

\_\_\_\_\_  
*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, 6<sup>th</sup> Floor  
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

\_\_\_\_\_  
*Chief Procurement Officer Signature*

\_\_\_\_\_  
*Date*