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

FROM: Facilities Management/First Circuit Court	TO:	Chief Procurement Officer
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 (IE) number: JE22-51 2. Vendor/Contractor/Service Provider Name: Oahu Air Conditioning Service, Inc. 3. Describe the goods and/or services: Replacement of twin cooling towers and related components at Ka'ahumanu Hale 4. Explain in detail what is being amended: The original contract term for J22366 was from June 30, 2022 to December 31, 2022, amending contract term to extend for an additional twelve-month period. Amended term shall be January 1, 2023 to December 31, 2023 to allow additional time to fully complete the project.	FROM:	Facilities Management/First Circuit Court
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Contract amendment is necessary to fully complete the original project. The cooling towers and the variable frequency drives have been ordered and are expected to be delivered in late May or early June 2023. Without a valid contract amendment in place, contractors are unable to perform work, as no work shall be rendered without a valid contract. 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 1st Circuit Court, DCCA 539-4351 Deedee.D.Letts@courts.hawaii.gov Wayne Taniguchi 1st Circuit Court / Facilities 539-4005 Wayne.S.Taniguchi@courts.hawaii.gov All requirements/approvals and internal controls for this expenditure is the responsibility of the Division/Program.	7. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegation of contact (Place asterisk after name of person to contact for additional information). Name Division/Program Phone Number Dee Dee Letts 1st Circuit Court / Facilities 539-4005 Wayne.S.Taniguchi@courts.haw Wayne Taniguchi 1st Circuit Court / Facilities 539-4005 Wayne.S.Taniguchi@courts.haw All requirements/approvals and internal controls for this expenditure is the responsibility of the Division/I certify that the information provided above is, to the best of my knowledge, true and correct.					(5.1)
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JAE23-17 JAE No: _____

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 th Floor Honolulu, Hawaii 96813-2807								
Chief Procurement Officer (CPO) Comments:								
Approved Disapproved No Action Required Chief Procurement Officer Signature Date								