

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

TO: Chief Procurement Officer

FROM: Facilities Management

(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:

JE21-17

2. Vendor/Contractor/Service Provider Name:

Phoenix Pacific Inc.

3. Describe the goods and/or services:

Monitoring and preventive maintenance to fire detection and alarm system at Kauikeaouli Hale.

4. Explain in detail what is being amended:

Exemption notice (CP3) JE21-17 was approved for 3 years term from 7/1/2020-6/30/2023, but only year 1 funding \$11,092.12 was approved. Each subsequent year should be requested and entered into 4Gov for funding approval. Fire alarm Annual Maintenance Agreement for year 2 @ \$11,590.19 and year 3 @ \$12,111.75 subsequently.

5. Amended contract price for this request:

Year 2 \$11,590.19 + Year 3 \$12,111.75 = \$23,701.94 (Total)

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

It is necessary to have a preventive maintenance and monitoring of fire alarm alert system in District Court because it will alert the occupants of the building for both audible and visible alarms in order to mobilize the evacuation plan in case of smoke, fire, carbon monoxide or other fire related or general emergency detection

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	Deputy Chief Court Coordinator	539-4351	deedee.d.letts@courts.hawaii.gov
Wayne Taniguchi *	Facilities Management Manager	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

Department/Division/Program Head Signature

3/24/2023

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, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date