

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

TO: Chief Procurement Officer

FROM: 1st Circuit Court/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:

JE22-41

2. Vendor/Contractor/Service Provider Name:

Otis Elevator Company

3. Describe the goods and/or services:

Increase to the elevator maintenance contract which covers the Otis elevators at Kapolei Judiciary Complex. In December of 2022 the vendor exercised their right to add a 5% increase to the contract beginning in January 1, 2023 through December 31, 2023. Also in this request the cost of a one-time repair to the controller system for two (2) elevators at Kapolei is also included in this request.

4. Explain in detail what is being amended:

The cost of the maintenance Contract J22346 for fiscal year 2023 was increased on January 1, 2023 from \$7,184.66 (exclusive of taxes) to \$7,387.49 (exclusive of taxes) monthly. The request is to add \$1,216.98 (exclusive of taxes) to cover the increase from January 1, 2023 through June 30, 2023. The request also covers adding \$2,433.96 (exclusive of taxes) to the contract for FY 2024 to cover this increase. Taxes to paid for FY23 is \$2,088.54 and for FY24 will be \$4,177.08

The Circuit is also being asked to include in the amendment request for a one-time repair of elevators 240338 and 240339 at Kapolei, as the additional cost is not covered under the current maintenance contract with Otis. The amount requested to be added for this repair to FY23 is \$41,465.95.

Request to add FY 2023 \$44,771.47 (total \$130,987.39) and for FY 2024 \$6,611.04 (total \$92,826.96)

5. Amended contract price for this request:

FY 2023 \$130,987.39 and FY 2024 \$92,826.96

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

The vendor exercised their right to increase the contract amount by 5% in December of 2022. The notice to the court was sent to the wrong address and therefore no request was made at that time to amend the contract. This request will clear up under payments to vendor in FY 2023 and make sure proper payment is made to vendor in 2024.

The repair work requested will provide the ability to perform work on elevator systems to extend the life of the elevators and will furthermore be covered under the maintenance contract. It has been added to this CP-4 at the request of fiscal.

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	DCCA	539-4351	deedee.d.letts@courts.hawaii.gov
Wayne Taniguchi	Facilities Manager	539-5990	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.

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, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

☐

Approved

☐

Disapproved

☐

No Action Required

Chief Procurement Officer Signature

Date