

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