

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

TO: Chief Procurement Officer
FROM: First 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: JE21-33
2. Vendor/Contractor/Service Provider Name: OTIS Elevator Company
3. Describe the goods and/or services: Maintenance contract which covers (1) Dumbwaiter, (6) Escalators, (7) Geared elevators, & (1) Hydraulic elevator located at Kauikeaouli Hale
4. Explain in detail what is being amended: The estimated total amount for the five (5) years amounted to \$937,334.00 under JE21-33 but we are requesting for cost to read \$937,962.27. The rise in fuel and material cost amounted to \$628.27.
5. Amended contract price for this request: Original amount on JE21-33 requested \$937,334.00 to be amended to adjusted sum of \$937,962.27.

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

In accordance to JUD Contract J21216 Otis Maintenance, Price Adjustment section, vendor may adjust the contract price as a result of any substantial changes in service expenses, including but not limited to expenses in connection to with fuel cost, waste disposal. environmental requirements, cost of materials, changes to governmental regulations or other administrative costs.

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
Wayne Taniguchi*	Fiscal Support/Fac. Mgmt. Mgr.	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/ Wayne Taniguchi

9/18/2023

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, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date