

**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, JAE24-05

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:
 Original contract total amount for the five (5) year term from January 1, 2021 to December 31, 2025 amounted to \$937,334.00 through JE21-33. Increase contract amount by \$628.27 for an adjusted amount of \$937,962.27 through JAE24-05. Requesting to increase the contract amount by \$22,941.67 for an adjusted contract amount of \$960,903.94 for additional necessary repairs are to be done to restore one (1) passenger elevator.

5. Amended contract price for this request:
 Amended contract total \$960,903.94

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

In accordance to JUD #21216 Otis Maintenance, vendor is to maintain all units through inspection, lubrication, and adjustments to all movable and non-movable parts only. Parts in subject to be replaced is not covered due to being weather element damage.

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
Dee Dee Letts	Deputy Chief Court Admin.	539-4351	DeeDee.D.Letts@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/ Lori Okita

10/19/2023

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