

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

TO: Chief Procurement Officer  
FROM: First Circuit Fiscal Management & Support Services Division

(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: JE23-24, JAE23-05, JAE23-08
2. Vendor/Contractor/Service Provider Name: Glen N. Yorimoto
3. Describe the goods and/or services: Under J23281, the contractor is responsible for overseeing all aspects of the roof repairs, and replacement of the cooling towers at Ka'ahumanu Hale. See Attachment 1 for scope of the 2 projects. Original Contract Date 12/18/2022 to 12/18/2023.
4. Explain in detail what is being amended: Request amendment the J23281 contract scope, contract end date, and contract price. Contract scope amendment includes the addition of 3 projects. The 2 projects in the original scope with the additional 3 in this amendment will total 5 projects.  Contractor is responsible for overseeing the following 3 new contracts: 1) J23386 \$600,000.00 Install 2 ea. 15 ton pre-coolers at Kauikeaouli Hale, 2) J23387 \$941,800.00 Install 82 ea. UV ballasts & emitters at Kauikeaouli Hale & 3) J23397 \$176,587.50 Install 15 ea. UV ballasts & emitters at Ka`ahumanu Hale  A one year extension of contract J23281 for an additional \$50,400.00 inclusive of all fees and costs. The contract extension will extend J23281 from 12/19/2023 to 12/18/2024. Payment schedule: monthly payments of \$4,200 or lump sum of contract balance if project is completed earlier than December 18, 2024. Compensation is for the management of 5 projects and will not exceed \$95,400.00. Please see Attachment 2 for the scope of the 3 new projects.
5. Amended contract price for this request:  The amended contract price will be \$95,400.00, an increase of \$50,400.00

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

The UV ballasts and Emitters projects at Ka'ahumanu Hale and Kauikeaouli Hale and the Pre-cooler Project at Kauikeaouli Hale involves the air conditioning systems in each building. As a former First Circuit employee with OPM experience, Mr. Yorimoto has specialized expertise with these systems that will greatly assist in the timely completion of these projects. Mr. Yorimoto coordinated a significant number of AC projects at multiple First Circuit buildings.

The 3 additional projects that Mr. Yorimoto will oversee and manage were procured by Facilities Management and neither Facilities Management nor the Office of Project Management currently have the resources to manage these 3 highly technical projects. Mr. Yorimoto has the technical background to manage these projects as well as extensive knowledge of both buildings and the systems being replaced and upgraded.

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).

<b>Name</b>	<b>Division/Program</b>	<b>Phone Number</b>	<b>email address</b>
Dee Dee Letts	Fiscal Management & SS Division	8085394351	deedee.d.letts@courts.hawaii.gov
Roland Lagareta *	Office of Project Management	8085394183	roland.g.lagareta@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

11/09/2023

\_\_\_\_\_  
*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, 6<sup>th</sup> Floor  
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

\_\_\_\_\_  
*Chief Procurement Officer Signature*

\_\_\_\_\_  
*Date*

**SCOPE OF SERVICES  
J23281**

Contractor is responsible for overseeing all aspects of the roof repairs at Ka'ahumanu Hale being conducted by Honolulu Roofing Company and the replacement of the Cooling Towers at Ka'ahumanu Hale by Oahu Air Conditioning for the duration of the project. The duties shall include but not be limited to:

- Review bid documents to identify possible problems
- Reviewing and proposing changes and /or recommendations on all submittals made by the contractors or sub-contractors prior to the start of work;
- Managing the construction schedule for the entire duration of the projects including identification of problems or clarifications regarding project proposals ;
- Review any requests for change orders;
- Assuring that the two contractors are coordinating the work between the two projects in a timely and appropriate manner and order of work performed;
- Holding progress meetings with the contractors as needed;
- Assuring that the work is performed per the accepted plans and designs or that any deviations or changes to same have been appropriately approved by the Judiciary;
- Review requests for payments to make sure that they are accurate with the requirements of the contract and reflect the work done;
- Providing weekly reports as necessary on both projects.

## SCOPE OF SERVICES

Contractor is responsible for overseeing all aspects of three additional projects.

- Kauikeaouli Hale UV Ballasts and Emitters – Oahu Air Conditioning
- Kauikeaouli Hale 2 Pre-Coolers – Oahu Air Conditioning
- Ka‘ahumanu Hale UV Ballasts and Emitters – Oahu Air Conditioning

The duties shall include but not be limited to:

1. Review bid & contract document to identify possible problems
2. Reviewing and proposing changes and/or recommendations on all submittals made by the contractor or sub-contractors prior to the start of work
3. Assist in managing the construction schedule for the duration of the projects including identification of problems or clarifications regarding project proposals
4. Review any request for amendments to contract
5. Assist in the coordination of the project work and building occupants
6. Holding progress meetings with contractor as needed
7. Assuring that the work is performed per the intended purpose
8. Review request for payments to ensure that they are accurate with the requirements of the contract and reflect the work done
9. Provide reports as necessary