

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

TO: Chief Procurement Officer

FROM: 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:

JE23-65

2. Vendor/Contractor/Service Provider Name:

Oahu Air Conditioning Service, Inc.

3. Describe the goods and/or services:

Purchase and Install UV ballast and emitters in all Air Handler Units and Fan Coil Units at Kauikeaouli Hale.

4. Explain in detail what is being amended:

The original contract term for J23387 was from June 14, 2023 to June 14, 2024, amending contract term to extend for an additional 200 days. Amended term shall be June 14, 2023 to December 31, 2024 to allow additional time to fully complete and process all billings for this project.

5. Amended contract price for this request:

Contract amount \$941,800.00 to remain the same.

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

Contract amendment is necessary to fully complete the original project which includes installing UV ballasts and emitters in the (2) 15 Ton Pre-Coolers. The (2) 15 Ton Pre-Coolers have been ordered and are expected to be delivered on July 16, 2024. Without a valid contract amendment in place, contractors are unable to perform work, as no work shall be rendered without a valid contract.

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	1st Circuit Court, DCCA	539-4351	Deedee.D.Letts@courts.hawaii.gov
Wayne Taniguchi	1st Circuit Court / Facilities	539-4005	Wayne.T.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/ Dee Dee Letts

\_\_\_\_\_  
*Department/Division/Program Head Signature*

2/8/24

\_\_\_\_\_  
*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*