

**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:

JE24-13

2. Vendor/Contractor/Service Provider Name:

Island Signal & Sound, Inc.

3. Describe the goods and/or services:

Monitoring & Inspection of Fire Alarm System and all related fire equipment at Kapolei Judiciary Complex

4. Explain in detail what is being amended:

Contract for service agreement #J24235 covering the period 7/01/2023 - 6/30/2024 is being requested to amend from \$32,791.61 to read \$42,963.33.

5. Amended contract price for this request:

\$42,963.33

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

The cost of \$10,171.72 involved the mandatory replacement of fire alarm that is no longer functional. The mandatory replacement is in compliance to building fire code standards and to avoid any HFD fire code violation to the Judiciary as well as a sound system during the time of any emergency.

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>
Wayne Taniguchi*	Facilities Management	539-4005	wayne.s.taniguchi@courts.hawaii.gov
Dee Dee Letts	Deputy Chief Court Administrator	539-4351	deedee.l.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/ Dee Dee Letts

*Department/Division/Program Head Signature*

5/13/2024

*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*