

**THE JUDICIARY, STATE OF HAWAII
NOTICE OF AMENDMENT TO
SOLE SOURCE CONTRACT**

TO: Chief Procurement Officer

FROM: First Judicial Circuit / Computer Support Section

(Name of Requesting Division/Program)

Pursuant to HRS § 103D -306 and HAR Chapter 3-122, Subchapter 9, The Judiciary requests an amendment to sole source approval as follows

1. Sole Source Reference (JS) number:

JS22-22

2. Vendor/Contractor/Service Provider Name:

The Audio Visual Company (AVCO)

3. Describe the goods and/or services:

Designing, supplying, and installing hardware, and ancillary software needed, compatible with FTR Recording Suite software for 11 District Court courtrooms. Includes cameras, microphones, speakers, digital amplifier, mixers, 27 inch monitors, and necessary cables and connectors. Will integrate with web conferencing applications, such as Zoom. And, web conferences will be recorded with the courtroom proceedings.

4. Request to amend is submitted in order to:



Revise the scope of services for the contract as follows:

Extend the Time of Performance for a 12 month period from June 14, 2024 through June 13, 2025.

No change in contract price



Amending Contract price

Original Contract Price: \$1,457,668.53

Amended Contract Price: No change

5. Explain in detail why this/these amendment(s) is/are necessary.

The contracted work is mostly completed. The final courtrooms (Ewa A and B) are scheduled to be upgraded and completed by June 28, 2024. This schedule necessitates that we extend the contract for another year.

6. 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
Edward McCarthy *	First Judiciary Circuit / Chief Court Admin. Office / Computer Support Section	808-539-4583	edward.p.mccarthy@courts.hawaii.gov
Mark Santoki	First Circuit / CTCU	808-539-4052	mark.m.santoki@courts.hawaii.gov

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

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/ Mark M. Santoki

5/9/2024

Department/Division/Program Head Signature

Date

For Chief Procurement Officer Use Only

5/10/2024

Date Notice Posted: _____

Inquiries about this request shall be directed to the contact named in Item 6. Submit written objection to this NOTICE OF AMENDMENT TO SOLE SOURCE CONTRACT 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