

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

TO: Chief Procurement Officer

FROM: Fifth Judicial Circuit

(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:

JS24-46

2. Vendor/Contractor/Service Provider Name:

Phoenix Pacific Inc.

3. Describe the goods and/or services:

Testing, inspection and repair of the Fire Alarm System at the Fifth Judicial Circuit. Yearly inspections of the fire alarm panel, horns, strobes, smoke heads, and trouble shooting by Phoenix Pacific Inc., a factory authorized representative and NICET certified incorporation.

4. Request to amend is submitted in order to:

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Revise the scope of services for the contract as follows:

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Amending Contract price

Original Contract Price: \$7,685.00

Amended Contract Price: \$8,047.12

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

Original quote/proposal for the (1) one year maintenance contract did not specify or include the approved State G.E. Tax of \$362.12.

Total cost is \$7,685.00 plus State G.E. Tax of \$362.12, \$8,047.12.

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
Steven Serizawa	5th Judicial Circuit/Facilities	8084822381	steven.t.serizawa@courts.hawaii.gov
Shirley Moriguchi	5th Judicial Circuit/Fiscal	8084822307	shirley.s.moriguchi@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/ Kari Yamashiro

06/13/2024

Department/Division/Program Head Signature

Date

For Chief Procurement Officer Use Only

06/14/2024

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:

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Approved

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Disapproved

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No Action Required

Chief Procurement Officer Signature

Date