

TO: Chief Procurement Officer

FROM: Second Circuit, Facilities Management

(Name of Requesting Division/Program)

1. Sole Source Reference (JS) number: JS25-13
2. Vendor/Contractor/Service Provider Name: Johnson Controls Fire Protection LP
3. Describe the goods and/or services: Provide maintenance service for the IFC-320 fire alarm system at Hoapili Hale.

4. Request to amend is submitted in order to:

☐ Revise the scope of services for the contract as follows:

☐ Amending Contract price

Original Contract Price: \$6,129.00 plus tax Amended Contract Price: no change

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

Johnson Controls Inc. is moving its fire control business into a separate entity named Johnson Controls Fire Protection LP. This amendment is necessary to document the proper entity name that will provide services to the Judiciary.

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
*Paul Petro	Second Circuit, Fiscal Officer	244-2994	paul.m.petro@courts.hawaii.gov
Marsha Yamada	Second Circuit, DCCA	244-2784	marsha.t.yamada@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/ Sandy Kozaki

5/30/2024

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 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