

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

TO: Chief Procurement Officer

FROM: Fifth Judicial Circuit

(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:

JE24-24

2. Vendor/Contractor/Service Provider Name:

Oahu Air Conditioning Service, Inc.

3. Describe the goods and/or services:

Trane AHU 1-2

Replace deteriorating Fan Assembly unit AHU 1-2.

Disassemble and gain access to the fan assembly.

Remove and replace fan assembly (fan housing, wheel, shaft, and bearings).

Mount existing sheaves and install belt, align as necessary.

Reassemble unit, startup and check operations.

4. Explain in detail what is being amended:

Obsolete parts with the manufacturer so the contractor will need to source out to a third party vendor to manufacture parts according to the specifications needed.

Original cost \$6,959.00 and new cost price increase is \$14,650.00.

5. Amended contract price for this request:

\$14,650.00

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

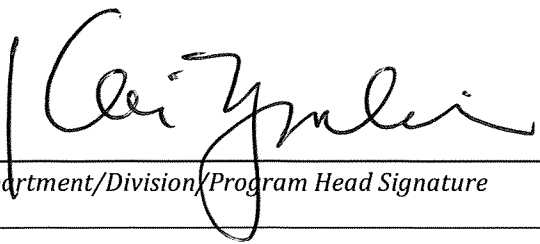
It is necessary to keep proper cooling to various areas in the holding cell area where it is crucial to keep critical A/C equipment running during business operating hours. We do not have the capability of opening windows to provide cool air or breeze to cool off affected areas when there is no A/C present. If we cannot provide adequate cooling and ventilation we are forced to shut down building due to safety concerns. We have no other options but to have the fan wheel assembly, manufactured by a third party to prevent shut down of the holding cell area.

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).

Name	Division/Program	Phone Number	email address
Shirley Moriguchi	Fiscal/Fifth Judicial Circuit	8084822307	shirley.s.moriguchi@courts.hawaii.gov
Steven Serizawa	Facilities/Fifth Judicial Circuit	8084822381	steven.t.serizawa@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.

  
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 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*