

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

TO: Chief Procurement Officer

FROM: Second Circuit/Administrative Services Division

(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:

JE24-33

2. Vendor/Contractor/Service Provider Name:

Sturdevant Refrigeration & Air Conditioning, Inc.

3. Describe the goods and/or services:

Replace three (3) air conditioning (AC) units at Lahaina District Court.

4. Explain in detail what is being amended:

The total cost is being amended to include an additional \$15,921.00.

5. Amended contract price for this request:

\$280,063.88

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

Additional Labor and materials for refrigerant piping and eletrical runs variant from original design due to lack of access through the building attic and crawl spaces that was not shown on plans.

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

10/11/2024

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 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, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

☐

Approved

☐

Disapproved

☐

No Action Required

Chief Procurement Officer Signature

Date