

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

TO: Chief Procurement Officer

FROM: 1st Circuit Court/ Facilities Management  
(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:

JE22-41 & JAE23-21

2. Vendor/Contractor/Service Provider Name:

Otis Elevator Company

3. Describe the goods and/or services:

Replacement of obsolete drive in public elevator 1 at Kapolei Judiciary Complex.

4. Explain in detail what is being amended:

Facilities Management of the First Circuit is asking to amend Contract J22346 for fiscal year 2025 from \$86,215.92 to 113,545.75. The requested price increase of \$27,329.83 is for the cost of the replacement of the Drive in Public elevator 1.

5. Amended contract price for this request:

The new contract total amount is \$509,791.94 (\$482,462.11+\$27,329.83)

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

The request of the amendment is necessary to extend the operation of the elevator, without this upgrade the elevator will be out of service for an extended period of time. The drive is a vital component for the operation of the elevator, without this critical piece the elevator is inoperable.

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
Dee Dee Letts	DCCA	539-4351	deedee.d.letts@courts.hawaii.gov
*Wayne Taniguchi	Facilities Manager	539-5990	wayne.s.taniguchi@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/ Lori Okita

10/28/2024

\_\_\_\_\_  
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, 6<sup>th</sup> Floor  
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

☐

Approved

☐

Disapproved

☐

No Action Required

\_\_\_\_\_  
*Chief Procurement Officer Signature*

\_\_\_\_\_  
*Date*