

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

TO: Chief Procurement Officer

FROM: 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:

Increase to the elevator maintenance contract for FY-25 which covers the Otis elevators at Kapolei Judiciary complex.

4. Explain in detail what is being amended:

Request to increase FY 2025 contract amount from \$86,215.92 to \$97,269.96, the increase is in the amount of \$11,054.04.

5. Amended contract price for this request:

Amending total contract amount from \$482,462.11 to \$493,516.15

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

The vendor exercised their right to increase the contract amount by 5% for FY-25, as a result Facilities Management is requesting to amend the price for the contract, there was a miscalculation which resulted in a short of funding to complete the service agreement payments for FY-25.

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
*Kaili Soon	Facilities Manager	539-4005	kaili.b.soon@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

Department/Division/Program Head Signature

4/17/2025

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