

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

TO: Chief Procurement Officer

FROM: Supreme Court of Hawaii - Courts of Appeals

(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: JE24-47
2. Vendor/Contractor/Service Provider Name: Communication Consulting Services, Inc.
3. Describe the goods and/or services: To furnish and install the front end (fiber horizontal infrastructure) of a new access control network at Ali'iolani Hale and the Kapuaiwa Building.
4. Explain in detail what is being amended: No cost one (1) year extension from July 1, 2025 to June 30, 2026
5. Amended contract price for this request: \$0.00

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

In the process of procuring and designing the new and separate access control network (ACN) it was discovered that three existing network conduits (two conduits in Ali'iolani Hale and one conduit in the Kapuawaiwa Building) for the existing fiber horizontal infrastructure had reached the capacity limit for cabling. Therefore, three new network conduits would need to be installed to allow for the ACN. An electric engineer consultant was procured to design the installation of the three new conduits. The specifications and drawings for the design phase were timely and close to completion. However, delays were encountered during the bidding documents process which in turn affected the Construction / Installation Phase (CIP) of the new conduits. Because the bidding documents were not complete, an attempt to secure Judiciary end of year funds for the CIP was not timely. Without the new conduits in place, the installation of the ACN is held up. Hence the request to extend the current contract for another year to search and procure funds for the CIP.

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
Curt Shibata	Supreme Court of Hawaii	539-4730	curt.m.shibata@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/ Elizabeth Zack

Department/Division/Program Head Signature

04/28/2025

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

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No Action Required

Chief Procurement Officer Signature

Date