

**THE JUDICIARY, STATE OF HAWAII  
NOTICE OF AMENDMENT TO  
SOLE SOURCE CONTRACT**

TO: Chief Procurement Officer

FROM: Office of Deputy Chief Court Administrator  
(Name of Requesting Division/Program)

*Pursuant to HRS § 103D -306 and HAR Chapter 3-122, Subchapter 9, The Judiciary requests an amendment to sole source approval as follows*

1. Sole Source Reference (JS) number:

JS25-65

2. Vendor/Contractor/Service Provider Name:

Alert Alarm Hawaii

3. Describe the goods and/or services:

Installation of an additional 39 Duress Panic Remotes, upgrading, equipment, and security maintenance and monitoring service for Kauikeaouli Hale, District Court of the First Circuit's Security Management and monitoring systems.

4. Request to amend is submitted in order to:

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Revise the scope of services for the contract as follows:

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Increase contract price by 10% or more:

Original Contract Price: Unit Rates

Amended Contract Price: Increase labor cost by \$1,256.54

5. Explain in detail why this/these amendment(s) is/are necessary.

The vendor's new technician surveyed the project areas and determined the installation of the wiring between the floors would require more intensive labor. Therefore, an additional \$1,200.00 for labor is necessary to complete the project. Increase with tax included and not to exceed \$1256.54.

6. 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
Erica Uahinui	Office of the Deputy Chief Court Administrator	808-538-5127	Erica.b.uahinui@courts.hawaii.gov

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

**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/ Michelle Acosta

09/11/2025

\_\_\_\_\_  
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 6. Submit written objection to this NOTICE OF AMENDMENT TO SOLE SOURCE CONTRACT 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:

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Approved

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Disapproved

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No Action Required

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

\_\_\_\_\_  
Date