

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

TO: Chief Procurement Officer

FROM: Admin. / Policy and Planning Division / Capital Improvements  
(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: JE24-45
2. Vendor/Contractor/Service Provider Name: Oahu Air Conditioning Service (SenPlex)
3. Describe the goods and/or services: This project involves the labor and materials required to replace obsolete A/C equipment, specifically the AHUs and FCUs, serving Ali'iolani Hale. The scope includes the removal and disposal of the old equipment, which will be replaced with new units.  To ensure the new rooftop A/C equipment operates effectively, an upgraded Direct Digital Controls (DDC) system will be integrated. This system will replace the existing controls and accommodate the operation of the new equipment.  The integration of the upgraded DDC system includes, but is not limited to, the following components and services: Automatic Logic DDC upgrade, design, engineering, piping, shutoff valves, 3-way valves, gauges, thermometers, propress fittings, insulation, control wiring, operational testing, user training, and labor.
4. Explain in detail what is being amended: We are extending the current contract, J24504, for an additional one (1) year, from 07/01/2026 to 06/30/2027. The scope of services will remain the same, with this extension covering the additional work outlined in COP-001 for the new/upgraded Direct Digital Controls (DDC) system. These services include, but are not limited to, the following: Automatic Logic DDC upgrade components, design, engineering, piping, shutoff valves, 3-way valves, gauges, thermometers, propress fittings, insulation, control wiring, operational testing, user training, and labor.  This extension adds \$397,950.00 to the original contract amount of \$1,687,056.00, bringing the total contract value to \$2,085,006.00.
5. Amended contract price for this request: \$2,085,006.00

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

The new rooftop A/C equipment, which will replace the existing units, is equipped with advanced control technology. To ensure optimal performance and efficient A/C operation, it is critical that the building's outdated control system be upgraded to a Direct Digital Control (DDC) system. This upgrade is essential for fully supporting the new equipment and ensuring it operates at its highest efficiency.

The DDC system will enhance the operational efficiency of the A/C units, allow for remote control adjustments, and provide improved monitoring capabilities across the entire A/C system, ensuring reliable, energy-efficient, and effective performance.

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 B. Soon	1st Circuit Facilities	539-4005	kaili.b.soon@courts.hawaii.gov
Curt Shibata	Office of the Chief Justice	539-4730	curt.m.shibata@courts.hawaii.gov
James Shattuck*	CIP Administrator	539-4748	james.r.shattuck@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/ Karen Takahashi

01/15/2026

\_\_\_\_\_  
*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

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No Action Required

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

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