

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

TO: Chief Procurement Officer

FROM: First 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. Exemption Reference (JE) number: JE27-01
2. Vendor/Contractor/Service Provider Name: Oahu Air Conditioning & Service, Inc.
3. Describe the goods and/or services: Replacement of one (1) 250-Ton Chiller, one (1) Chilled Water Pump, one (1) Condenser Water Pump, and eight (8) Shut-off Valves at Kauikeaouli Hale.
4. Explain in detail what is being amended: Facilities Management of the First Circuit is asking to amend the CP-3 JE27-01 to start in FY-26. The contract term on the CP-3 was incorrect and should read 6/15/2026-6/30/2027.
5. Amended contract price for this request: \$2,235,241.00

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

This project is a year end request and project needs to start in FY-26, the posted CP-3 has the incorrect term date and should have read 6/15/2026-6/30/2027.

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
Robert Sherman	DCCA	539-4351	Robert.W.Sherman@courts.hawaii.gov
*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

03/16/2026

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