

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

TO: Chief Procurement Officer

FROM: Policy & Planning Division, CIP _____
(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: JE27-12
2. Vendor/Contractor/Service Provider Name: Commercial Roofing & Waterproofing, Inc.
3. Describe the goods and/or services: Roofing repair services for the existing roofing systems at various areas of the Kapuaiwa Building and Ali'iōlani Hale.
4. Explain in detail what is being amended: This amendment extends the contract term from the date of execution through June 30, 2027. All other terms, conditions, scope, and requirements of the original exemption notice and contract remain unchanged and in full force and effect.
5. Amended contract price for this request: No change to the contract price, which remains \$12,450.00.

6. Explain in detail why the amendment(s) are necessary: The amendment is necessary to align the contract term with the agreed timeframe to ensure all requested services are completed.			
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
James Shattluck	CIP Division	808-539-4748	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.			
<u>/s/ Karen Takahashi</u> <i>Department/Division/Program Head Signature</i>		<u>10/13/2026</u> <i>Date</i>	

/s/ Karen Takahashi
Department/Division/Program Head Signature

10/13/2026
Date

For Chief Procurement Officer Use Only

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 (CPO) Comments:

☐ Disapproved

☐ No Action Required

Chief Procurement Officer Signature

Date