

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. CP-3, Exemption Reference (JE) number: JE21-45, JAE23-20, JAE24-12,JAE25-07,JAE25-14
2. Vendor/Contractor/Service Provider Name: TK Elevator Corporation
3. Describe the goods and/or services: Repair services to public elevator #4 at Ka'ahumanu Hale, troubleshooting with elevator stuck on floor and not moving. Vendor found loose relay base and a few relay's that were inoperable.
4. Explain in detail what is being amended: The total amount for the five (5) years amounted to \$640,101.71 under JE21-45,JAE23-20, JAE24-12, JAE25-07, & JAE25-14. Additional necessary repairs are to be done to restore private elevator #4 at a cost of \$2,852.32.
5. Amended contract price for this request: Amended contract total \$642,954.03

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

The amendment is necessary to repair elevator #4 in order to restore the operations of replacement of Relay's and repair Relay base.

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 Soon	TA-Facilities Manager	539-4005	Kaili.B.Soon@courts.hawaii.gov
Mark Santoki	TA-Deputy Chief Court Admin	539-4205	Mark.M.Santoki@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

06/16/2025

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 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