

**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, JAE25-21

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:

Adding an additional \$0.03 to the repairs of public elevator #4 at Ka'ahumanu Hale, cost increased from \$2,852.32 to \$2,852.35. Total adjusted contract amount is \$642,954.06.

5. Amended contract price for this request:

\$642,954.06

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

The amendment is necessary for additional funds required to complete and pay for the services rendered for the repairs of public elevator #4 at Ka'ahumanu Hale.

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	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

\_\_\_\_\_  
Department/Division/Program Head Signature

7/11/2025

\_\_\_\_\_  
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

☐

No Action Required

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

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