

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

TO: Chief Procurement Officer

FROM: 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:

JE22-41, JAE23-21, JAE25-18

2. Vendor/Contractor/Service Provider Name:

Otis Elevator Company

3. Describe the goods and/or services:

Replacement of an obsolete Quattro Drive to Private elevator #1 located at Kapolei Judiciary Complex. The drive is a main component that operates the elevator. Currently, the elevator is inoperable without the replacement of the Quattro Drive.

4. Explain in detail what is being amended:

Requesting additional funding of \$27,329.83 for the replacement of Quattro Drive to restore service to private elevator #1 at Kapolei Judiciary Complex; increasing the contract amount from \$493,516.65 to \$520,846.48.

5. Amended contract price for this request:

\$520,846.48

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

The amendment is necessary to replace the Quattro Drive in order to restore operations of private elevator #1 and to ensure the elevator is functioning properly.

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
Mark Santoki	TA-DCCA	539-4205	mark.m.santoki@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

7/31/2025

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*