

**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, JAE26-04, JAE26-06, JAE26-12

2. Vendor/Contractor/Service Provider Name:

TK Elevator Corporation

3. Describe the goods and/or services:

Material and labor to install a new contactor. Scope of work includes: remove/disconnect existing starter contactor; mount new contactor in designated location; connect the input power supply and output motor leads per manufacturer specifications; intergrate control wiring with the elevator control system ensuring proper interfacing; perform testing to ensure proper start u; adjust parameters for optimal performance and release back to service

4. Explain in detail what is being amended:

Requesting additional funding of \$5,364.81 to repair private elevator #7 at Ka'ahumanu Hale; contract to increase from \$715,768.60 to \$721,133.41.

5. Amended contract price for this request:

\$721,133.41

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

The amendment is necessary for additional funds required to complete and pay for the repairs of private elevator #7 starter contactor replacement. The repairs will ensure the elevator is operable and functioning properly for the safety and welfare of all.

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                      |
|-----------------|------------------------|--------------|------------------------------------|
| *Matthew Elvena | (TA) Assistant Manager | 534-6177     | matthew.j.elvena@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

01/15/2026

\_\_\_\_\_  
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, 6<sup>th</sup> Floor  
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

☐

Approved

☐

Disapproved

☐

No Action Required

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

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