

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

The amendment is necessary for additional funds required to pay for technician labor and travel time for service requests performed on 02/10/26 (\$1,871.73) and 02/17/26 (\$3,369.11). The repairs were necessary to ensure that 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 | Assistant Facilities Manager | 330-6554 | 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

5/11/2026

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, 6th Floor
Honolulu, Hawaii 96813-2807

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

Date