

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

We are requesting for the amendment to JE21-33, JAE24-05, JAE24-07, JAE 25-09 to process the payment of the service rendered by OTIS Elevator Company to restore the functions of Elevator #2 & #3 on July 19,2025 in the amount of \$3,671.46.

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
Kevin Takahashi *	Facilities Management	538-5495	kevin.k.takahashi@courts.hawaii.gov
Robert Sherman	Deputy Chief Court Administrator	539-4351	robert.w.sherman@court.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

06/29/2026

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