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,JAE25-07/14/21, JAE26-04/06/12/14/16/28, JAE27-08, JAE27-13

2. Vendor/Contractor/Service Provider Name:

TK Elevator Corporation

3. Describe the goods and/or services:

Custody elevator #9 at Ka'ahumanu Hale due to non-responsive condition (doors not operative). Work included troubleshooting and any associated daytime labor callback hours.

4. Explain in detail what is being amended:

Requesting additional funding of $1,154.53 for April 2026 troubleshooting service request; contract to increase from $736,092.46 to $737,246.99.

5. Amended contract price for this request:

$737,246.99

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

The amendment is necessary for additional funds required to pay for technician labor for service request performed on 04/29/26. 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	330-9554	Matthew.J.Elvena@courts.hawaii.gov
Harold Funtanilla	Acting Facilities Manager	457-9173	Harold.A.Funtanilla@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

10/27/2026
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

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Chief Procurement Officer Signature *Date*