STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D

TO: Chief Procurement Officer

FROM: Office of Hawaiian Affairs - Operations Department
              Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods and/or services:
15 monthly parking stalls at the Dole Cannery garage for employee parking through and including December 31, 2023.

2. Vendor/Contractor/Service Provider Castle & Cook Properties, Inc. (ProPark, Inc.)	3. Amount of Request: $ 16,492.15
4. Term of Contract From: 8/1/2023 To: 12/31/2023	5. Prior SPO-007, Procurement Exemption (PE): None

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
In an effort to ease the transition of a large number of staff to the office, OHA Administration reviewed the transportation and parking issues for the staff. As the owner of Na Lama Kukui, OHA waived the parking charge for NLK-based staff for July 1, 2023 to December 31, 2023. With a large number of staff returning to the office, there were not enough stalls available at NLK to accommodate all staff in need of parking. It would not be practicable nor advantageous for the OHA to procure by competitive means since the additional parking stalls would need to be within close walking distance to NLK to ensure the health and safety of our staff.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
The OHA Operations staff reached out to all neighboring vendors to inquire about renting parking stalls. The only vendor with available parking stalls for rent was Castle & Cook Properties, Inc. at their Dole Cannery garage location. All other vendors contacted within close walking distance of NLK did not have stalls available for rent.

8. 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/Agency	Phone Number	e-mail address
Chris Stanley*	Procurement		chriss@oha.org
Casey Brown	COO		caseyb@oha.org
Colin Kippen	Interim CEO		colink@oha.org

All requirements/approvals and internal controls for this expenditure is the responsibility of the department. I certify that the information provided above is, to the best of my knowledge, true and correct.

_____   07/19/2023
Department Head Signature   Date

For Chief Procurement Officer Use Only

Date Notice Posted: _____

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:
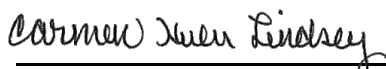
state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

☑ Approved   ☐ Disapproved   ☐ No Action Required

_____   07/20/2023
Chief Procurement Officer Signature   Date