



**STATE PROCUREMENT OFFICE  
NOTICE OF REQUEST TO AMEND AN EXEMPTION  
FROM HRS CHAPTER 103D CONTRACT**

TO: Chief Procurement Officer

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

*Pursuant to HRS §103D-102(b)(4) and HAR section 3-120-5(d), the Department requests to amend an exempt contract as follows:*

1. SPO-007, Exemption Reference (PE) Number: 24-05
2. Vendor/Contractor/Service Provider Name: CASTLE & COOKE PROPERTIES, INC.

3. Describe the goods and/or services: 15-35 monthly parking stalls at the Dole Cannery garage for the OHA employee parking.
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4. Explain in detail what is being amended: Original amount: \$9,895.29. Amendment No. 01 amount: Add \$53,874.31. Amendment No. 02 amount: Add \$50,000.00. Original Time of Performance: 01/01/2024 - 03/31/2024. Amendment No. 01 Time of Performance: 01/01/2024 - 09/30/2024. Amendment No. 02 Time of Performance: 01/01/2024-09/30/2025.
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5. Amended contract price for this request: \$ <u>113,769.60</u>
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6. Explain in detail why the amendment(s) are necessary: Pursuant to the BOT's June 2023 telework directive and the CEO's All-OHA message dated December 4, 2023, the OHA employees are directed to report to their designated office location on Tuesday, January 2, 2024, and each workday thereafter. There are not enough stalls available at Na Lama Kukui to accommodate all employees 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 Na Lama Kukui to ensure the health and safety of the OHA employees. Therefore, it is necessary that we extend the time for the exemption and add funds to cover the additional monthly parking stalls.
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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/Agency	Phone Number	Email address
Geena Chau	OHA Procurement	(808) 582-0502	geenac@oha.org

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



Department Head Signature

September 27, 2024

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: \_\_\_\_\_

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](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:

Approved       Disapproved       No Action Required

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

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