



**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:
35 monthly parking stalls at the Dole Cannery garage for OHA employee parking, including fees associated with replacement and activation for access cards lost by OHA employees that must be replaced in the OHA access card inventory.

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. Amendment No. 03 amount: Add \$21,225.80. Amendment No. 04 amount: Add \$17,783.34.
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. Amendment No. 03 Time of Performance: 01/01/2024-09/30/2025. Amendment No. 04 Time of Performance: 01/01/2024-12/31/2025.

5. Amended contract price for this request: \$ 152,778.74

6. Explain in detail why the amendment(s) are necessary:
Pursuant to the agreement with Castle & Cooke regarding parking at Dole Cannery for OHA NLK office employees, the operating partner of Castle & Cooke (ProPark) must be informed no less than 30 days prior to exiting the agreement and discontinuing all use of Dole Cannery parking. Furthermore, funds must be accrued into a PO to pay for any lost access cards (2 recently) during the use of parking as well as at the time of cancellation when all physical cards will be due back to ProPark.
We are requesting the following be authorized of the \$60,000.00 allocated in the FY26 budget for Dole Parking: November & December 2025 parking (\$8,246.07 x 2 = \$16,492.14) to allow Operations time to navigate the evolving remote work program usage, coordinate a plan to attempt to park all NLK staff on-site, and provide required 30 day notice of plan to cancel to ProPark. Current outstanding invoice (\$541.20) for activation of final 3 parking spots to bring total to 35 spots due to OHA new-hires, and fees associated with 2 replacement access cards lost by employees. Buffer of \$750.00 for unforeseen circumstances (e.g., replacement and activation of lost access cards). Total requested: \$16,492.14 + \$541.20 + \$750.00 = \$17,783.34.

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

October 15, 2025

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

Chief Procurement Officer (CPO) Comments:

Approved Disapproved No Action Required

Chief Procurement Officer

Date