



MAY 14 2008

STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT REQUEST

1. TO: Chief Procurement Officer
2. FROM: Natural Energy Laboratory of Hawaii Authority

Pursuant to §103D-307, HRS, and Subchapter 10, Chapter 3-122, HAR, the Department requests approval for the following:

3. Date 5/12/2008 4. After the fact [X] YES [ ] NO

5. Nature of the Emergency
Repair of the Operations Manager Computer. The NELHA Operations Manger computer crashed. The NELHA Engineer is the usual IT support person for NELHA. The NELHA Engineer is on vacation until June 9th. The NELHA Operations Manger has all of NELHA's meter reading to bill tenants on his computer. NELHA invoices must go out by 05/15/08. Immediate/emergency repair of this computer was necessary.

6. Vendor: Island Tech
Address: 74-5543 Kaiwi St., #A-145
Kailua-Kona, HI 96740
7. Price: \$400.00

8. Description of goods, services, or construction to be purchased
Determin computer problem and repair if cost effective.

9. Reason for Vendor Selection
Island Tech has done computer repair work for NELHA in the past and proved to be reliable and more responsive than other IT support service provided in Kailua Kona, Hawaii.

10. Direct questions to: Jan War, Operations Manager Phone: 808-329-7341 ext

I certify that the information provided above is to the best of my knowledge, true and correct.

[Signature]

MAY 13 2008

Department Head

Date

Reserved for SPO Use Only

12. Chief Procurement Officer's comments:

Pursuant to Procurement Circular 2006-07, Amendment 1, emergency procurements and sole source less than \$50,000 may be approved by the department head and do not require CPO approval or to be conducted on the HePS. However, emergency procurements and sole source \$2,500 or more are required to be posted on the Procurement Reporting System. For the above reasons, this request is returned with no action required by the State Procurement Office.

13. [ ] APPROVED [ ] DISAPPROVED [X] NO ACTION REQUIRED

[Signature] 5/14/08
Chief Procurement Officer Date