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STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT REQUEST

STATE PROCUREMENT OFFICE
STATE OF HAWAII

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1. TO: Chief Procurement Officer
2. FROM: Department of Health, Administrative Services Office (ASO)

Department/Division/Agency

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

3. Date 11/1/2010
4. After the fact [X] YES [] NO
5. Nature of the Emergency
Provide security guard services for Kinau Hale due to sudden declaration of bankruptcy by the contractor. See attachment for justification on need for continued security guard services while services are being re-procured. A new solicitation was posted on HePS with a closing date of October 28, 2010. A new vendor started on November 1, 2010.

6. Vendor: Millennium Security, Inc.
Address: 94-229 Waipahu Depot Road, Suite 502
Waipahu, Hawaii 96797
7. Price:
\$785.20

8. Description of goods, services, or construction to be purchased
Security guard services for Kinau Hale.

9. Reason for Vendor Selection
Vendor quoted the lowest hourly rate of \$19.63. In March 2009, a similar solicitation done in which 7 security guard companies submitted bids. The 1st low bidder withdrew and the 2nd low bidder awarded a contract went into bankruptcy. ASO contacted the remaining 5 bidders and received hourly quotes from 4 companies.

10. Direct questions to: Sharon S. Abe [Signature] Phone: 586-4550

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

[Signature]

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Department Head

Date

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12. Chief Procurement Officer's comments:
From information provided by the contact person, Ms. Sharon Abe, it is noted that she does not have the applicable procurement training. The other individual identified as a participant in this request is Ms. Naomi Chinen who does not have the applicable written delegated procurement authority, but has taken the applicable training. Ms. Abe and Ms. Chinen shall not participate in any procurement activities until they have received both written delegated procurement authority and have completed the mandatory procurement training requirements for the applicable procurement method, pursuant to Procurement Delegation No. 2008-01 and Procurement Circular No. 2008-05. Approval is conditioned upon the above and on the department's determination that the security services were necessary due to safety concerns to the general public and employees. This award is required to be posted on the Awards Reporting System.

13.

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

[Signature] 11/23/2010
Chief Procurement Officer Date

4051

14. E.P.No. 11-004-B

Emergency Procurement for Security Guard Services at Kinau Hale

#5, Nature of Emergency (continue)

A security guard is essential for the Kinau Hale Lobby for the following reasons:

-Kinau Hale is in a high traffic area, situated near several major bus stops. The general public come into the building quite often to use the restrooms and must be monitored so that they do not come up to the upper floors.

-Cash is collected for birth, marriage and death certificates. A security guard is necessary to prevent unauthorized access to staff areas.

-President Obama's original birth certificate is on file at Kinau Hale. A security guard is necessary to prevent unauthorized access to record area.

-There have been several instances of mental health patients coming to the building demanding to see the Director or the Deputy Director for Behavioral Health. If the patients are not taking their medication regularly, they are often belligerent. The most recent incident was when a former patient gained unauthorized access to the second floor and caused a commotion at the Adult Mental Health Office. The guard was called immediately and he detained the person until HPD was summoned.

-One of our employees was attacked outside the building and needed the assistance of a guard immediately.

-There are several homeless persons that sleep outside the building on a regular basis and on occasion they have accosted our employees. The guard is needed to have them move off the sidewalks and away from the building entry doors during business hours.

-On occasion protesters have come to the building demanding to meet with the Director or the Deputies.

- Because of these security issues, many of the programs in the building have installed security keypads on their doors. We recently installed one at the Director's Office to provide for additional security for our Administrators.

-We have also instituted a policy of having visitors sign in at the guard's desk. Visitors must surrender a valid driver's license or state identification card in exchange for a visitor pass. This highly restrictive policy has been successful in deterring persons with no official business from trying to gain access to the building.