



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

05-10011
Aug 11-0707

TO: Chief Procurement Officer

FROM: DOT/Airports/Oahu District
Name of Requesting Department

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

1. Date or period of Emergency: 05/15/2011

2. After-the-Fact: Yes No

3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.
Sewerline servicing baggage claim H-5 men's/women's restroom plugged causing toilets and floor drain to back-flow on floor. Baggage claim H-5 services thousands of in-bound passengers each day.

4. Vendor/Contractor Name: Heide and Cook

5. Amount of Request:
\$ 449.94

6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
Sewer line needed to be "snaked" to remove the obstruction. Failure to resolve this issue in a timely manner would have resulted in closed restrooms for the travelling public. Additionally, sewer odors and possibly disease would circulate throughout the baggage claim area.

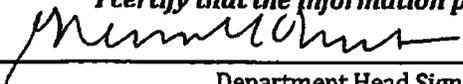
7. State the reason(s) the vendor/contractor was selected. Explain what competition, as is practicable, was conducted.
Heide and Cooke was selected because they are available in the evening and are familiar with the airport plumbing, security requirements, and are currently authorized access to the Airport's sterile areas. The invoiced amount was within the small purchase threshold and procurement methods for less than \$5,000 were utilized.

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; and 2) completed mandatory training.
 (Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Christopher Murphy 	DOT/Airports/Oahu	836-6487	christopher.murphy@hawaii.gov

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

AUG 22 2011

Date

For Chief Procurement Officer Use Only

9. Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required

 9/27/2011
 Chief Procurement Officer Signature Date