



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Department Of Transportation, Airports, Maui District
Name of Requesting Department

Handwritten initials

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

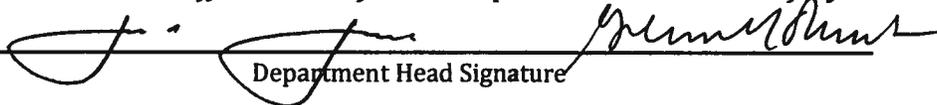
1. Date or period of Emergency: 9/6/11 to 9/14/11	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety. Kapalua's potable water was deemed a potential health hazard due to possible contamination of the holding tank that supplies the airport. After a review of the Procurement Exemption to repair the tank, P.E. No. 11-092-D, rentals of portable restrooms was not part of the emergency procurement. In order to repair the tank, the water was shut off at the airport during repairs. This action shut down the restrooms available to the traveling public and airport employees.	
4. Vendor/Contractor Name: Pacific Portables, LLC	5. Amount of Request: \$ 561.6
6. Describe in detail the emergency goods, services, or construction and explain why it is necessary. Portable restroom rentals, ADA compliant restroom rentals and handwash stations.	
7. State the reason(s) the vendor/contractor was selected. Explain what competition, as is practicable, was conducted. Quotations were solicited and Pacific Portables was chosen based on price and accessibility of ADA compliant portable restrooms.	

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
Steve Tagupa	Airports/AIR-E	808-838-8805	steve.tagupa@hawaii.gov
Marvin Moniz	Airports/ADM Maui	808-872-8802	marvin.a.moniz@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

OCT 17 2011
 Date

For Chief Procurement Officer Use Only

9. Chief Procurement Officer (CPO) Comments:

The department had anticipated that services for portable restroom facilities would be included in the work to stabilize the potable water situation at Kapalua Airport. The department proceeded to obtain quotes for these services in May/June 2011. The vendor was awarded based on their availability to perform the services for the period 09/06/11 to 09/14/11.

This request is returned with no action required as the department utilized small purchases procedures to procure these services pursuant to Procurement Circular No. 2009-15.

The department is reminded that the Emergency procurement method of procurement is utilized to address unanticipated serious situations that require immediate action by a government agency that may affect the health and safety of the general public.

Approved Disapproved No Action Required


 Chief Procurement Officer Signature 12/5/2011 Date