



STATE PROCUREMENT OFFICE '11 NOV 21 A8:40  
**EMERGENCY PROCUREMENT**

STATE PROCUREMENT OFFICE  
 STATE OF HAWAII

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

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

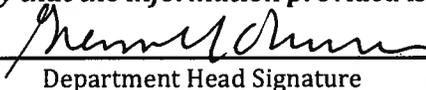
1. Date or period of Emergency: 6/8/11 to completion of project	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety. Kapalua's potable water was deemed a potential 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, providing drinking water to the traveling public and employees of the airport was not part of the procurement exemption. In order to repair the tank, the water was shut off at the airport during repairs. This action shut down water fountains available to the traveling public and airport employees.	
4. Vendor/Contractor Name: Menehune Water Company Inc.	5. Amount of Request: \$ <del>3000.00 est</del> 1227.25 <i>ATK</i> 12-12-11
6. Describe in detail the emergency goods, services, or construction and explain why it is necessary. Provide drinking water with dispensers.	
7. State the reason(s) the vendor/contractor was selected. Explain what competition, as is practicable, was conducted. Menehune Water already supplied water and a dispenser to the airport office. The decision was made to order another dispenser and extra water bottles from Menehune instead of getting supplies from another company and having to deal with delays and more paperwork.	

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

NOV 09 2011

Date

**For Chief Procurement Officer Use Only**

9. Chief Procurement Officer (CPO) Comments:

The department had anticipated that services for drinking water would be included in the work to stabilize the potable water situation at Kapalua Airport. The department proceeded to utilize services by Menehune Water because they currently provide services on an annual basis of approximately \$500.

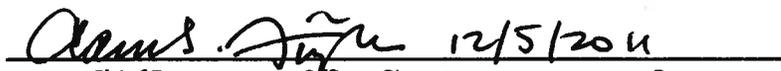
This request is returned with no action required as the department utilized small purchases procedures to procure these services pursuant to Procurement Circular No. 2009-15.

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

Date