



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: DAGS CENTRAL SERVICES DIVISION
Name of Requesting Department

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

1. Date or period of Emergency: 1/9/2012	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.
 Received emergency call at 8:30am Monday morning 1/9/12 of roof leaks in the 4th floor State Capitol Governor's staff office. Several roof leaks right above the main fax/printer machine, office light fixtures and electrical wiring in ceiling area which created a safety hazard for staff.

4. Vendor/Contractor/Service Provider Name: Honolulu Painting Co., Ltd.	5. Amount of Request: \$ 5289.61
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
 Honolulu Painting Company provided epoxy foam injection to stop the concrete roof deck leaks. Several cracks on concrete deck were seal with putty type epoxy paste first, then a more liquid type epoxy was injected into the cracks to seal leakage. Contractor performed work from 1/9/12 to 1/15/12.

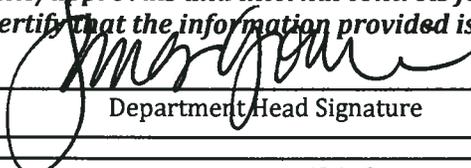
7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
 Honolulu Painting Company is one of the vendor's that perform the epoxy foam injection for the Central Services in the past with success. Honolulu Painting responded within 20 minutes of call for emergency and started to perform the work that same day. If first contractor (Honolulu Painting) could not for some reason start work on 1/9/12, the next contractor on the call list: American Coating Company would be called.

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; 2) completed mandatory training; and 3) who SPO may contact for follow up inquiry, if any.

(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	E-mail Address
Denton Miyamura	DAGS CENTRAL SERVICE	808-382-4392	enton.j.miyamura@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

JAN 26 2012

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approval is granted based on the department's determination that the repair of the leaks required immediate attention due to potential hazard and threat to public safety. This award is required to be posted on the Awards Reporting System. If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature

2/7/2012

Date