



STATE PROCUREMENT OFFICE  
EMERGENCY PROCUREMENT

12 MAR -7 AIO:19

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DHS/HPHA  
*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: 12/15 - 12/16/2011	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.  
 On December 15, 2011 just after office hours closed at 4:30pm, the Mayor Wright Homes Manager went to investigate the common grounds by Building 21 due to calls from the residents in that building indicating they had no access to water. Upon arriving at the site, she saw a noticeably water soaked area, and could visibly see water seeping from below the surface. This posed an immediate threat to the public health and welfare of the residents and the property could potentially cause major structural, environmental, and property damage. The manager determined the flooding as an immediate threat and crisis. Due to this problem, the residents could not use their toilets or faucets.

4. Vendor/Contractor/Service Provider Name: Mason's Plumbing Services Inc.	5. Amount of Request: \$ 8,800.00
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.  
 see attachment

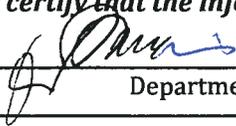
7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.  
 Due to an immediate need to address this situation, the manager contacted Mason's Plumbing Services. The vendor was called due to their availability and previous experience with the project.

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
Cynthia Yoshida	DHS/HPHA		
Rick T. Sogawa	DHS/HPHA	832-6038	rick.t.sogawa@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

MAR - 5 2012

Date

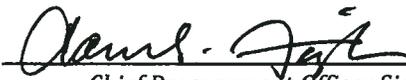
**For Chief Procurement Officer Use Only**

Chief Procurement Officer (CPO) Comments:

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature

3/12/2012

Date

Attachment to Form SPO-002/Emergency Procurement

Date or period of Emergency: 12/15-12/16/11 at Mayor Wright Homes/AMP 32

6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.

It was determined by the vendor through initial excavating that the main water line had a major rupture below the ground surface that was not containable, causing excessive flooding in the general vicinity of building 21. The vendor had to excavate the grounds in order to install the new 4" main water line piping due to the rupture which caused the main water line to crack/break apart, along with installation of a new corresponding 4" boss tee and associated 4" sleeves and accessories, and finally reconnected the 2" and 1 1/4" galvanized piping lines. This job order took less than 2 days (Thursday and Friday) to complete the task. It was necessary to complete the job as quickly to minimize property damage and any threat to residents for their public health and welfare.

This emergency condition generated an immediate and serious need for prompt services by a plumbing vendor, thus this incident could not be processed by the normal procurement methods as this would be a great liability to the Housing Authority in terms of safety and health threat issues from the tenants and their guests.

As this was determined to be one of the main water lines into the complex from the incoming city line connection, it had the potential to disrupt service to even more of the buildings.

EP 12-038D