



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

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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: 11/22-11/23/2011

2. After-the-Fact: Yes No

3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.

During the late afternoon shortly before the 4:30pm closing of the site office, the office staff had been informed that there was no water leading to the units within the building. Due to no water being available, they were denied the ability to use their toilets and faucets. The vendor was called by the manager to perform emergency repairs to the plumbing line leading to Building 21 of Mayor Wright Homes (MWH).

4. Vendor/Contractor/Service Provider Name:
Mason's Plumbing Services Inc

5. Amount of Request:
\$ 6,000.00

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

It was determined by the vendor that it was necessary to excavate the grounds by Building 21 to find the source of the problem and determine why water was not feeding into the supply line of the building. The plumbers located the source of the problem and made the necessary repairs.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.

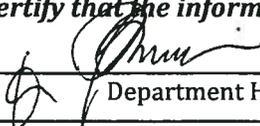
Due to time considerations and the situation at hand, it was not practicable for the manager to obtain three quotes. Mason's Plumbing was called due to their availability and previous experience with the project.

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