



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

12-020

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: SOH / DOT Lanai Airport
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: September 6 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.
The motherboard on the Lanai airport's fire alarm system failed disabling the system. Without the alarm, firefighters had no way of knowing if a fire were to break out jeopardizing the safety of employees and the traveling public. In the interim firefighters were on fire alarm watch, walking the terminal and grounds every hour for visual checks.

4. Vendor/Contractor/Service Provider Name: National Fire Protection Company (NFP)	5. Amount of Request: \$ 5,343.72
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
The mother board had to be replaced in order to bring the system back on line. The alarm system was programmed, tested and recertified before being placed back on line. Parts needed: \$3,749.98 : Alarm system programing \$833.33 , Re-testing and Certification \$ 677.08, Parts freight \$ 83.33, Tax \$ 213.72 Total amount requesting =\$ 5,343.72

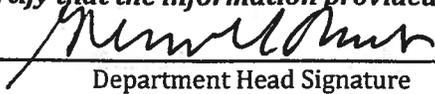
7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
NFP is familiar with the system because they had serviced the system before and certified the system in July 2012. They were able to remotely diagnose the problem with the system with assistance from airport personnel. They had access to the parts needed and technicians who could fly in to effect immediate repairs. Due to the lack of vendors on Lanai, soliciting quotes from other vendors would require flying vendors in to diagnose the repairs and submit a quote. Then they would have to be flown back in again to make the repairs.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information.)

Name	Division/Agency	Phone Number	E-mail Address
Guilhermo W. Alboro	DOT / SOH Lanai Airport	808-281-9899	guilhermo.w.alboro@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

DEC 04 2012

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

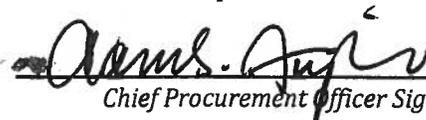
Approval is granted based on the department's determination that repair to the airport's fire alarm system was necessary for the protection of employees and the travelling public. HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. When processing payment to vendor the department shall attach a current compliant HCE compliance certificate with the invoice for payment.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

Approved

Disapproved

No Action Required

 12/12/2012

Chief Procurement Officer Signature

Date