



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: HSPLS
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: Jan-13	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. The main breaker that controls power to the entire library was tripping up to twelve (12) times a day. Service to the library was being interrupted and it is dangerous to be using a high voltage breaker as a switch (especially if it is possibly damaged). The breaker was replaced on 1/15/13.	
4. Vendor/Contractor Name: AA Electric	5. Amount of Request: \$ 15,183.24
6. Describe in detail the emergency goods, services, or construction and explain why it is necessary. This particular breaker is no longer manufactured and it would take weeks to recondition the existing breaker. Therefore, an already reconditioned breaker was flown in to prevent library downtime.	
7. State the reason(s) the vendor/contractor was selected. Explain what competition, as is practicable, was conducted. AA Electric was available and has previously completed good work for the State. Kurt Nakayama (CSD Supervisor) was recently promoted into that position from a working foreman position. Kurt will contact emergency contractors on a rotational basis.	

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
Corey Shibata <i>Corey B. Shibata</i>	DAGS/CSD	381-0147	corey.b.shibata@hawaii.gov
Kurt Nakayama	DAGS/CSD	831-6733	kurt.nakayama@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.

[Signature]
Department Head Signature

FEB 20 2013
Date

For Chief Procurement Officer Use Only

9. Chief Procurement Officer (CPO) Comments:

Approval is granted based on the department's determination that immediate action was necessary because of the potential fire hazard, jeopardizing library personnel and the public. This approval is contingent upon vendor being compliant with HRS section 103D-310(c) and HAR section 3-122-112, (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 certificate with the invoice for payment. If there are any questions, please contact Stanton Mato at 586-0566, or stanton.d.mato@hawaii.gov.

Pis. Need CPO approval + return to HSPLS-ASB: [initials] Thx.

ADMIN 2AC2 H2672

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Approved Disapproved No Action Required

Alan S. [Signature] 3/1/2013
Chief Procurement Officer Signature Date