

2013-570(B)

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STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: PUBLIC SAFETY

Name of Requesting Department

*Shm 4/2/13
PER EMERGENCY
MAY 1/2/13
dated 4/2/13*

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: ~February 26, 2013 to present	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input checked="" 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.
 While inspecting the roof of the Special Needs Facility at Halawa Correctional Facility, it was discovered that there were areas of the roof that were severely damaged. This presents a situation that requires immediate attention to protect the structure from further damage and to protect the existing work already completed.

4. Vendor/Contractor/Service Provider Name: To Be Determined COMMERCIAL ROOFING & WATERPROOFING HAWAII, INC. <i>Shm 4/2/13</i>	5. Amount of Request: \$ APPROX 15,000.00 \$ 36,122.00 <i>Shm 4/2/13</i>
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
 The scope of services developed by Robert Freeburg, AIA is being used to solicit informal bids from 3 roofing contractors. The basic scope involves the removal of damaged roofing components and the installation of new components.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
 The repairs are needed before the original roofing project can proceed. As time is of the essence to protect the existing building structure from further damage the solicitation and contract process needs to be expedited.

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
Maec S. Yamamoto <i>msy 3/28</i>	PSD-ASO/PC	808-587-1215	narc.s.yamamoto@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]

3/28/13

Department Head Signature

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approval is granted based on the department's determination that immediate action was necessary due to (1) the threat of damage to property and the safety of inmates and staff, (2) the building's exposure to the elements, such as mold and mildew and (3) preservation and protection of irreplaceable property. 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.

Approved Disapproved No Action Required

[Signature]

4/10/2013

Chief Procurement Officer Signature

Date