



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

2013-570(A)

13 MAR 28 P1:33

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: PUBLIC SAFETY
Name of Requesting Department

Handwritten notes: Show 4/2/13, per email from Mary Ann... 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: [X] Yes [] No

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 severly 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: Robert E. Freeburg
5. Amount of Request: \$ APPROX 10,000.00

6. Describe in detail the emergency goods, services, or construction and explain why it is necessary. Robert E., Freeburg, is the architect engaged for the Energy Performance Contract with DAGS for the facilities of Public Safety. He is being tasked with the development of a scope of services that can be used for an informal (non-HePS) bid for the repair work required (the "informal bid" is under a separate request) The engagement of an architect for the scope of services is required so that the contractors are able to bid on a consistent requirement.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted. As stated in box 6, Robert E. Freeburg is already engaged in an existing contract with DAGS-Public Works. The architect is familiar with the extent of the damage, the existing work that has been done and the requirements to protect the structure from further damage.

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.

[Handwritten 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 to obtain the correct work specifications for the department to solicit bid offers for the roof repair at the Special Needs Facility. 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

[Handwritten Signature] *4/10/2013*

Chief Procurement Officer Signature

Date