



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

13 APR -4 P2:52

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Defense - Office of Veterans Services
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: 28-Mar-13
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.
On Thursday, March 28, 2013 at about 2:30 pm the Maintenance Manager noticed water flowing from the asphalt on the roadway and notified the Cemetery Manager. It was determined that there was a break in the main waterline so the water was shut off to prevent further waste of water. By shutting off the water to the main line, the administration building, maintenance building, parts of the cemetery including the columbarium area, would not have any water. Friday being a holiday, there would be no staff working. However, the repair needed to be done before Monday. There were three burials and four family orientation scheduled for Monday so it would have become a health and safety issue should there be no restrooms available for the families, relatives and friends.

4. Vendor/Contractor/Service Provider Name: T. Yoshimura Contracting, Inc.
5. Amount of Request: \$ 7,000 (estimate)
\$615.35 @ .5hr/hr

6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
Repair main waterline break on the roadway at the Hawaii State Veterans Cemetery. Water flowing through the asphalt on the roadway. There would be no water available in the lower part of the cemetery for family, friends and relatives to fill the flower vases of their loved ones buried at the cemetery through out the holiday and weekend until the problem was fixed. They would need to walk double the distance in the cemetery to obtain water. With the uneven grounds in several areas in the cemetery, the concern would be the safety of our elderly individuals to walk further then necessary. There would be no drinking water, unable to flush toilets or wash your hands with the water being shut off. There would be no restrooms available for the families, relatives and friends for burial services and orientation scheduled for all day on Monday.

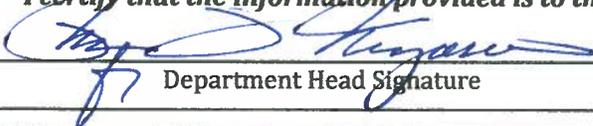
7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
The contractor is located near the cemetery and was able to respond after being called. The contractor would not be able to provide a quote until the problem was assessed. Unfortunately the leak was not where the water was flowing through the asphalt but further up the road and the contractor ran out of time due to the lack of daylight and would return the next day. The asphalt on the roadway would need to be excavated to assess and repair the problem in the waterline. No other contractor was contacted to provide a quote due to the time of day and to minimize overtime of staff and contractor. We were hoping that the repair could be completed that day. Unfortunately, the job was more complexed then anticipated. Staff had to work on the holiday to assure that the water leak was repaired by Monday to be able to provide the necessary restroom services and support for the burial services and family orientation that was scheduled. If additional quotes were obtained, the repair may not have been completed in a timely manner and additional overtime may have been required.

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
Wilfred Hirokane *	Office of Veterans Services	233-3630	whirokane@ovs.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

4/4/13

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approval is based on the department's determination that the unavailability of water in sections of the cemetery created a threat to the safety of the visiting elderly due to the necessity to walk additional distances on uneven grounds to fill vases and created a sanitary concern to all visitors needing to use the restrooms. 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 certificate with the invoice for payment.

If there are any questions, please contact Wendy Ebisui at 586-0563, or wendy.mo.ebisui@hawaii.gov.

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature

5/22/2013

Date