



STATE PROCUREMENT OFFICE  
EMERGENCY PROCUREMENT

13 MAY 29 P1:21

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer  
FROM: DAGS/CSD *[Signature]*  
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: Apr-13	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.</p> <p>There was a major leak in the hallway ceiling of the 4th floor of Liliuokalani Building. The leak was causing ceiling tile, drywall, and electrical damage. The leak was in the chilled water line for the air conditioning (A/C) system. Therefore, the A/C system had to be shut down.</p>	
4. Vendor/Contractor Name: Alaka'I Mechanical	5. Amount of Request: \$ 6,418.85
<p>6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.</p> <p>As mentioned above, the leak was large enough where it was damaging the contents of the building and posed an electrical hazard. Therefore, the leak had to be stopped asap and the building A/C had to be restarted asap. The contractor had to return a month later to remove air that was in the chilled water line from the pipe repair.</p>	
<p>7. State the reason(s) the vendor/contractor was selected. Explain what competition, as is practicable, was conducted.</p> <p>Alaka'I Mechanical was already on site for another project, when the leak occurred. Alaka'I Mech. Is compliant and responsive to emergencies.</p>	

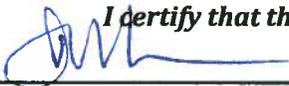
8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; and 2) completed mandatory training.

(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Corey Shibata	DAGS/CSD	381-0147	corey.b.shibata@hawaii.gov
Daniel Funakoshi	DAGS/CSD	831-6733	daniel.funakoshi@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.



5/20/13

Department Head Signature

Date

**For Chief Procurement Officer Use Only**

9. Chief Procurement Officer (CPO) Comments:

Approval is based on the department's determination that the leak in the chilled water line of the A/C system was causing electrical damage which posed an electrical hazard. 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. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file. 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

Date