



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Human Services - Hawaii Public Housing Authority (HPHA)
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: 9/3 - 5/13
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.
Raw sewage from a sewer line, serving the state public housing property known as Puahala Homes, that was under repair was clogged and overflowing causing a health and safety hazard. The sewer line was under repair where a primary and secondary sewage pump was needed to prevent raw sewage from overflowing. It was discovered that the primary pump was clogged and broken and the secondary pump was broken as well, leading to the raw sewage to overflow.

4. Vendor/Contractor/Service Provider Name: EM3 Pumping Services, LLC
5. Amount of Request: \$ 19,738.21

6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
The primary and secondary pumps were broken beyond repair and the cost to replace the pumps would be substantial. As the repair to the sewer line was almost complete whereby the need for the primary and secondary pumps would not be necessary, a decision was made to obtain emergency septic pumping and waste water removal services on a 24-hour basis to prevent the raw sewage from overflowing and creating a health and safety hazard.

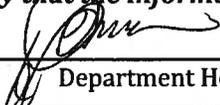
7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
The HPHA contacted the following companies and selected the company who could immediately arrive onsite to mitigate the problem: 1) EM3 Pumping Services, 2) Aqua Pumping, LLC; and 3) Oahu Cesspool and Septic Pumping, LLC. EM3 Pumping Services, LLC was the only company who was available, would provide 24-hour service and did not require payment upfront.

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
Rick Sogawa	DHS/HPHA	832-6038	rick.t.sogawa@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

10/2/13

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Request is disapproved as vendor is not compliant with HRS §103D-310(c) and HAR §3-122-112 (i.e. vendor must be compliant on the Hawaii Compliance Express [HCE]). Upon verification of vendor compliance, department may send a memo referencing this request (EP14-010W), along with a copy of compliant HCE certificate requesting CPO approval. If there are any questions, please contact Stanton Mato at 586-0566, or Stanton.d.mato@hawaii.gov.

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature

11/20/13

Date