



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

14 FEB 13 P2:22

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DAGS/CSD

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: 13-Sep	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input 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.
In mid-August, Oahu Air Conditioning Service, was sent to investigate warm temperatures in Kakuhihewa (Kapolei State Office Building). They found that there was a damaged fan in the cooling tower and ordered the parts from the mainland. The building was warm for about a month since the cooling portion of the A/C system was not operating and the windows are inoperable (fixed). Thus, the building operations were being impacted until cooling was resumed in mid-September. It was an oversight to fill out this form well past the emergency date.

4. Vendor/Contractor/Service Provider Name: Oahu Air Conditioning Service, Inc. (HCE attached)	5. Amount of Request: \$ 8,273.90
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
The cooling tower was inspected and it was determined that fan assembly was damaged. The cooling tower is the part that dissipates the heat from the A/C system. This occurred during a period between maintenance contracts and no maintenance contract was in place at the time. The necessary parts were ordered, shipped (expedited), and installed.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
Oahu Air Conditioning Service, Inc. was the previous A/C maintenance contractor for Kakuhihewa and is most familiar with the system.

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
Dean Shimomura*	DAGS/CSD	831-6733	ean.h.shimomura@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.

Marie J. Leas

1/13/14

Department Head Signature

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Request is disapproved as it does not meet the requirements for an emergency procurement. DAGS/CSD allowed the maintenance contract to end without ensuring a new contract take its place. Lack of planning does not constitute a valid reason for procuring services outside of the State procurement code. A management system of all contract periods along with associated planning dates for follow-up on contracts (not less than six months from contract end date) should be maintained. The agency shall submit form SPO-016, Report of Procurement Violation, to the State Procurement Office.

If there are any questions, please contact Stanton Mato at 586-0566, or stanton.d.mato@hawaii.gov.

Approved

Disapproved

No Action Required

[Signature]
 Chief Procurement Officer Signature

3/18/14

Date