



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

14 APR -3 A11:18

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: HSPLS - Administrative Services Branch
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: January 16, 2014 to present	2. After-the-Fact: <input type="checkbox"/> Yes <input checked="" 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.
 On Jan. 16, 2014, Oahu Air Conditioning Service (OAC) was sent to investigate warm temperatures in the Waimea Public Library (WPL). OAC found that the chiller's compressor was damaged and could not be repaired. An external assessment was also done and found several areas of the chiller's housing is rusted through, most of the support brackets have areas that are rusted through, the cooling fan grills are severely corroded and barely attached, condenser coil fins are deteriorating, refrigerant tubes that are visible show much wear from the library's proximity to the ocean. WPL has been warm since Jan. 16, 2014, due to the damaged cooling portion of the air conditioning system. To deter mold growth on books, the library's windows are closed and dehumidifiers are being used on a daily basis. Building operations are being impacted and with summer upcoming, the heat within the library will be intolerable. Electrical equipment may also overheat.

4. Vendor/Contractor/Service Provider Name: Oahu Air Conditioning Service, Inc. (HCE attached)	5. Amount of Request: \$ 94,072.00
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
 Currently the compressor is inoperable. The compressor is responsible for circulating refrigerant throughout the chiller. Without refrigerant circulating in the chiller, cold water can't be delivered to the air handling units and in turn, no cold air can be delivered to the building. Due to the extensive rust throughout the unit, it is better to replace the entire unit instead of just one or more of its major components.

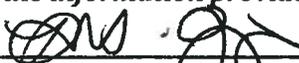
7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
 Oahu Air Conditioning Service (OAC) is the current A/C maintenance contractor for Waimea Public Library and is most familiar with the system.

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
Kent Tomimoto*	DAGS/Kauai District Office	(808) 274-3030	kent.k.tomimoto@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

APR - 3 2014

 Date

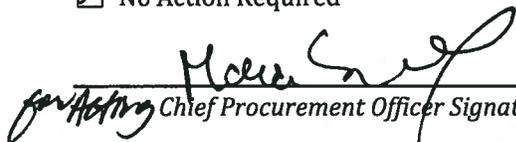
For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

The department has withdrawn their request as it is determined their air condition maintenance contract scope of work includes emergency service and repairs. When processing payment to vendor, the department shall attach a current compliant HCE certificate with 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



 Acting Chief Procurement Officer Signature

4/21/14

 Date