



**STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT**

ADMINISTRATION

TO: Chief Procurement Officer

FROM: Department of Accounting & General Services, Central Services Division
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: 2/10/14 to 3/31/14	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.
 A heavy population of rats was found in the Keelikolani Building. In addition to being known disease carriers, the rats also chewed through the fiber optic cables which resulted in a shut down of communication in the Department of Labor & Industrial Relations (DLIR) and the Department of Taxation (DOTAX). As advised by the Department of Health (DOH), Vector Control Branch, the Department of Accounting & General Services (DAGS) contracted an exterminator to address the rat problem. See attached e-mails from DLIR and DOTAX.

4. Vendor/Contractor/Service Provider Name: Gima Pest Control, Inc.	5. Amount of Request: \$ 11,263.36
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
 Professional exterminator services were required to address the rat problem. The Contractor provided a variety of traps and exterior bait stations, and conducted daily site visits to check the traps and bait stations. Due to ongoing damage to network fiber cables, which resulted in lost productivity, and health and safety concerns voiced by the staff, immediate response was necessary. If the situation was not an immediate threat to health and safety, and to the operations of the occupants, the division would have solicited bids using HiePRO. Based on past experience, this process would have taken about a month.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
 The Contractor was able to provide the needed resources to respond immediately to address the rat infestation problem. The division is planning to solicit bids to provide regularly scheduled extermination services to avoid the recurrence of this situation.

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
James Hisano	DAGS CSD	831-6733	james.hisano@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



Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

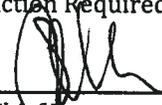
Approval is granted based on the department's determination that immediate action was necessary to prevent further damage by rats rating the building's fiber optic cable and for the safety of state employees not to work in unsanitary conditions that is a threat to public health and safety. This approval is for the solicitation process only, 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. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

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

5/8/14

Date