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STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

ADMINISTRATION
STATE PROCUREMENT OFFICE

TO: Chief Procurement Officer

FROM: HSPLS
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: 16-Mar 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. An array (group of panels) of PV modules were dislodged over night of 3/15/14 or early morning of 3/16/14 at the Aina Haina Public Library. Some modules landed on the ground within the library property while most remained on the roof. The modules that remained on the roof were either separated or loose from the support structures. The threat was that more modules would fly off and injure a pedestrian or vehicle driving on Kalaniana'ole Highway. DAGS/CSD crews responded 7am of 3/16/14 to remove the separated panels and tie down the remaining loose array on the roof. The array that was tied down was left on the roof since it was dangerous to disassemble them in the windy conditions.

4. Vendor/Contractor/Service Provider Name: Russo Construction 5. Amount of Request: \$ 15,484.05 \$ 13,780.09 dk 6-13-14

6. Describe in detail the emergency goods, services, or construction and explain why it is necessary. The emergency work was to remove the remaining panels appropriately by a roofing / PV contractor after the winds backed down. The dislodged array was left on the roof for a couple weeks since it was still windy and so the existing conditions could be documented by the appropriate parties for insurance reasons. It was important to remove the loose panels by early April because the winds were expected to pick up again (and it did).

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted. Russo Construction was available to perform the and DAGS felt that their rate of \$140/manhour (which included labor, tools, travel, and materials) was reasonable.

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
Corey Shibata	DAGS/CSD	831-6733	corey.b.shibata@hawaii.gov
Maurice Balderama	DAGS/CSD	831-6733	aurice.balderama@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

6/13/14

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approval is granted based on the department's determination that prompt removal of remaining roofing panels, after heavy winds blew many panels of the roof of the Aina Haina Public Library, was necessary to avoid potential threat to safety of the public. 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 files.

If there are any questions, please contact Donn Tsuruda-Kashiwabara at 586-0565, or donna.tsuruda-kashiwabara@hawaii.gov.

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

6/16/14

Date