



STATE PROCUREMENT OFFICE 14 OCT 23 A8 21
EMERGENCY PROCUREMENT

ADMINISTRATION
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: 1/5 - 1/8/13 ✓	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	--

3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.
A water main break occurred at Mayor Wright Homes in front of building 35.

4. Vendor/Contractor/Service Provider Name:
Mason's Plumbing Services, Inc.

5. Amount of Request:
\$ 8,952.00

6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
Repair of the water main break that included excavation work to dig a 4' x 8' wide hole, cut out approximately 18" of 4" water main pipe which had to be replaced with 4" plastic water main pipe including 2 - 4" dresser coupling with hardware and backfilled the hole.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
Mason's Plumbing was on-site at the time and was able to mitigate the emergency immediately.

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.)

<u>Name</u>	<u>Division/Agency</u>	<u>Phone Number</u>	<u>E-mail Address</u>
*Rick Sogawa	DHS/HPHA	832-6038	rick.t.sogawa@hawaii.gov
Cynthia Yoshida	DHS/HPHA	832-3153	cynthia.yoshida@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

OCT 22 2014

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approval is based on the department's determination that the water main break created a threat to the safety and welfare of the tenants at Mayor Wright Homes due to possible flooding of units and possible shutdown of water within the units. The agency is advised that request for Chief Procurement Office approval of emergency procurements are required prior to the procurement or, if time does not permit, **as soon as practicable thereafter**.

This approval is contingent upon vendor being compliant with HRS Section 103D-310(c) and HAR section 3-122-112 (i.e. vendor is required to be compliant on the Hawaii Compliance Express) at the time of payment 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. When processing payment to vendor, the department shall attach a current compliant HCE certificate with the invoice for payment.

If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

11/24/14

Date