



STATE PROCUREMENT OFFICE  
**EMERGENCY PROCUREMENT**

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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: 7/20/2014	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.  
Several tenants in building 31 of Mayor Wright Homes contacted the after-hours answering service to report no water in their unit. The manager was dispatched to assess the situation. Upon arrival, the manager discovered that there was a water main break flooding the property behind building 31 and was the cause of the water outage.

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

5. Amount of Request:  
\$ 15,000.00

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, repair of the broken section of the water main pipe and backfill the hole.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.

The manager called the Board of Water Supply who would not repair the break as it occurred on State property. The management office maintains a list of vendors that they can call for after-hour emergencies. Based on the nature of the emergency, the staff works with the vendor that can respond to the emergency soonest. The manager went down the list of vendors which included Roto Rooter, Clean Sewer Lines, Commercial Plumbing and Mason's Plumbing. Mason's Plumbing was the only vendor who was able to mitigate the emergency immediately and obtain the necessary parts on a Sunday.

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

NOV 14 2014

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 repair the water main break and backfill the hole to prevent further leakage and restore water to the affected tenants and mitigate any possible threat to public health and safety. In accordance with the Hawaii Administrative Rules (HAR) Chapter 3-122-90(a), the Agency is advised that request for chief procurement officer approval of emergency procurements are required prior to the procurement or if time does not permit, **as soon as practicable thereafter.**

Award is required to be posted on the Awards Reporting system and a copy of the awards posting is required to be documented in the procurement/contract file.

If there are any questions, please contact Wendy Ebisui at 586-0563, or wendy.mo.ebisui@hawaii.gov.



Approved



Disapproved



No Action Required

Chief Procurement Officer Signature



11/24/14

Date