



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

15 MAR 31 P1:40

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: 17-Nov-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 broken water line and a collapsed sewer line serving the state low income public housing property known as Mayor Wright Homes under Asset Management Project 32 affected 12 buildings and was causing a health and safety hazard for approximately 58 units. The broken water line left approximately 58 units with no clean potable water to use the bathroom, shower, cook and/or drink. The broken sewer line caused raw sewage to back up in 2 units.

4. Vendor/Contractor/Service Provider Name: Doonwood Engineering	5. Amount of Request: \$ 6,474.23
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
Labor, material and equipment to excavate, repair and back fill the broken water line and collapsed sewer line. The incident occurred between 1:30am - 2:00am with the vendor finishing the job by the end of the business day.

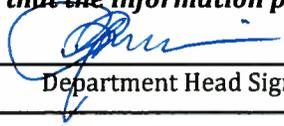
7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
The Asset Mangement Project Office maintains a list of vendors that they can call for after-hour emergencies. They go through the list and work with the vendor who can respond to the emergency. Based on the nature of the emergency, the maintenance staff will work with the vendor that can respond to the emergency the soonest. No formal process is used to create the list but consists of vendors who are vendor compliant, willing to work with the State (HPHA) and/or have worked at the property in the past. In this particular case, no one on the list was available and the maintenance staff call 8 additional vendors using the phone book before securing the vendor.

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
Kenneth Sasaki	DHS/HPHA		

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:

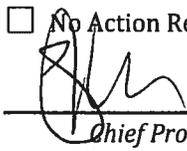
Approval is granted based on the department's determination that immediate action was necessary to repair the water and sewer line so the tenants at Mayor Wright Homes would have running water for their personal use and mitigate the threat to public health. HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to provide proof of compliance), and award is required to be posted on the Awards Reporting System. Copies of the compliance 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

4/7/15

Date