



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

15 APR -6 P1:07

TO: Chief Procurement Officer

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

FROM: Department of Health
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: 2/18/2015 -2/24/2015

2. After-the-Fact: Yes No

3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.

Due to a problem with the cooling tower float valve malfunction over night which is located on the roof of the Diamond Head Health Center, there was major flooding on the 4th and 3rd floors that required a restoration company to come in and extract and dry out the rooms that were affected by the flooding.

4. Vendor/Contractor/Service Provider Name:

Ohana Environmental Construction 2968 Ualena St. Honolulu, HI 968

5. Amount of Request:

\$ 19,028.90

6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.

The contractor extracted several gallons of water throughout several rooms on the 3rd and 4th floors. The contractor also brought in fans and heaters to dry out the walls, ceiling and floors. This was necessary for the contractor to do to avoid any mildew or mold.

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

Due to the emergency and safety of the staff at Diamond Head Health Center this vendor was called and could come immediately to start extraction. This vendor was a DAGS referral and has done emergency work for DAGS before. All other vendors were not compliant with the State.

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
Andrea Takemoto	Admin Services	586-4550	andrea.takemoto@doh.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.

Virginia Pressler
Department Head Signature

APR - 2 2015
Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approval is granted based on the department's determination that a float valve malfunctioned, which resulted in standing water and water logged carpets, creating a risk to the health of employees and the general public due to possible mold and mildew formation. This request was submitted 2 months after the incident occurred.

In accordance with the Hawaii Administrative Rules (HAR) Chapter 3-122-90(a), the Agency is advised that the request for Chief Procurement Officer approval of emergency procurements is required prior to the procurement or if time does not permit, as soon as practicable thereafter.

HRS Section 103D-310(c) and HAR section 3-122-112 shall apply (e.g., vendor is required to show proof of compliance and may use the Hawaii Compliance Express) and the award is required to be posted on the Awards Reporting System. Proof of compliance and the awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

Approved

Disapproved

No Action Required

[Signature]

Chief Procurement Officer Signature

5/6/15

Date