



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

15 JUL 23 P1 20

TO: Chief Procurement Officer

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

FROM: Department of Defense
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: June 10-11, 2015
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.
The air conditioner unit serving the Birkhimer Emergency Operating Center (EOC) shut down due to compressor failure in the late afternoon on June 10, 2015. The EOC is located in Birkhimer Tunnel, no windows for ventilation. Within 20 minutes, temperature in the EOC rose from 72° to 79°, with less than 10 employees in the facility. The facility is manned 24/7, on a regular work day, there are approximately 50 staff during regular business hours. The EOC houses roughly 120-150 personnel if activated for a disaster. It would be impossible to conduct disaster management within the facility without air conditioning.

4. Vendor/Contractor/Service Provider Name: Heidi & Cook, LLC
5. Amount of Request: \$ 20,000.00

6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
Heidi & Cook had been called on Sunday, June 7, 2015 to stop the circuit breaker from "tripping"& shutting down the air conditioner at the EOC. Technician arrived, noted the system was low on coolant, apparently the reason the system shut itself down. Coolant was added, system reset & the EOC began cooling down, the technician mentioned there was probably a leak somewhere. The technician was asked to do a full inspection of the entire system to make sure there were no other deficiencies. Heidi & Cook completed the inspection on Wed. June 10th and determined that the compressor unit was bad & would need replacement. Later that afternoon, the compressor failed, the A/C unit was no longer functional. Heidi & Cook was called back, worked Wed night & Thursday to replace the compressor before Friday, a regular work day.

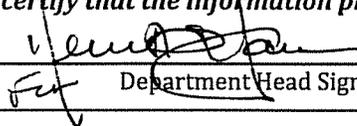
7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
Heidi & Cook currently has our A/C maintenance contract. They were asked to do a full system inspection of the A/C system which was completed on Wednesday, June 10th early afternoon. In the late afternoon, the compressor failed, the air conditioner unit shuts down. Approval to repair was received after 6pm on Wednesday, Thursday, June 11, 2015 was a state holiday. It was imperative that the A/C unit was repaired quickly, Heidi & Cook already knew what the problem was, is very familiar with the air conditioner system at the EOC and had the parts available to repair the unit on Thursday.

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
Evelyn Kobayashi	DOD/HI-EMA	733-4300	evelynk@scd.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

21 JUL 15

 Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

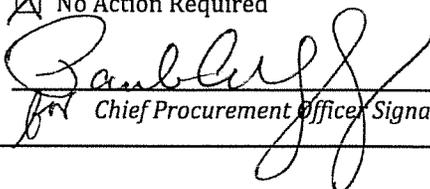
No action is required as the department has a current contract for air conditioning maintenance services. The department will re-bid this requirement on HlePRO for a new contract effective October 1, 2015. When processing payment to the vendor, the department shall attach a current Hawaii Compliance Express compliance certificate with an invoice for payment.

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

8.3.2015

 Date