



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

PSD : ASO - PC

RECEIVED BY
STATE PROCUREMENT OFFICE
08/05/2015

TO: Chief Procurement Officer

FROM: Public Safety / Administration
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: 8/4/15 to 12/31/15	2. After-the-Fact: <input type="checkbox"/> Yes <input checked="" 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.
 On August 4, 2015, the Deputy Director for Administration notified ASO of an incident on August 3, 2015 between a member of the public and a staff employee of PSD, where the staff member was chased into the building. The situation has escalated from PSD and DOH staff being verbally assaulted to being chased by dogs owned by the public residing outside of the AAFES building.

Security Guard Services are immediately necessary in response to the increasingly confrontational conduct of the public. This behavior by the public poses an immediate threat to the safety of the employees of the PSD, DOH and the public having a bonafide business purpose visiting the building.

4. Vendor/Contractor/Service Provider Name: TBD	5. Amount of Request: \$ up to 50,000
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
 PSD is requesting approval to engage a security guard services contractor up to December 31, 2015 while a formal solicitation is developed and a contract can be in place.
 See attached for the scope of services.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
 Procurement services will be done as a small purchase through three written quotes for the immediate need through December 31, 2015.

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
Marc S. Yamamoto <i>my 8/5/15</i>	ASO-PC	808-587-1215	marc.s.yamamoto@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.

[Signature]
 Department Head Signature

8-5-15
 Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 8/7/2015 to 12/31/2015, or until the services can be competitively solicited and contract executed, whichever comes first. The approval is on the department's determination that the health and safety of employees and the public engaged in business at the AAFES building are at risk without the needed security guard services.

HRS Section 103D-310(c) and HAR section 3-122-112 shall apply (i.e., 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 award 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 *8/7/15*
 Date

SCOPE OF SERVICES

LOCATION:

The CONTRACTOR shall provide security guard services to the Department of Public Safety (PSD), AAFES Building, located at 919 Ala Moana Blvd, Honolulu, HI 96814. The CONTRACTOR is responsible for the staffing of security guard(s), and any necessary equipment, tools, or materials to perform the services specified in the "Description of Work."

DESCRIPTION OF WORK:

- A. During the specified work hours, the assigned security guard shall be dressed in the in the prescribed company security guard uniform, without a firearm or any type of weapon, but may be provided with crowd dispensing devices when authorized by PSD as necessary and only if properly trained in its use.
- B. The assigned security guard shall:
 1. Maintain and enforce pertinent rules and regulations provided by PSD for the protection and security of staff, visitors and property at the AAFES building.
 2. Be familiar with fire and bomb threat procedures dictated by PSD. PSD will provide these procedures and training to the CONTRACTOR.
 3. Have access to a cellular phone and maintain an official list of emergency phone numbers, including but not limited to, PSD Sheriff's Dispatch, Honolulu Police Department, Honolulu Fire Department, and Emergency Medical Services.
 4. Record the entry and exit of all visitors and responsible for the issuance of visitor badges to authorized visitors. The Visitor log and badges shall be provided by PSD.
 5. Responsible for unlocking the 1st floor restrooms when requested by authorized visitors.
 6. Prohibit the entry of any unauthorized person(s) to restricted areas. PSD shall define restricted areas to the CONTRACTOR.
 7. Responsible for providing general information to members of the public and/or refer them to appropriate departmental personnel. PSD shall provide the relevant contact list and update the list as required.
 8. Escort unauthorized loiterers, vendors, and/or suspicious persons from the premises. If necessary, contact the appropriate law enforcement agency and assist in issuing trespass notices.
 9. Provide security escort services for staff when requested by PSD.
 10. When the building is secured at 1630 hours, responsible for checking the restrooms and stairwells on "all floors" to ensure all visitors have exited the building and exit doors are properly locked.
 11. Prepare a report of all non-routine incidents and submit the report(s) to PSD. The Report form shall be provided by the CONTRACTOR.
 12. Maintain a post at the designated security station, which is located at the Makai entry point at all times during the shift, unless relieved by another security

guard or summoned to assist with an incident in another part of the building including the building's designated parking lot.

- C. Provide one (1) security guard, Monday through Friday, with the exception of official state holidays, during the hours of 7:00 a.m. to 5:00 p.m. Compliance with any federal or state labor laws is the responsibility of the CONTRACTOR, including providing relief if required by the on duty security guard. The State Holiday schedule will be provided to the CONTRACTOR by PSD.
- D. The CONTRACTOR shall provide uniforms with name tags for all security guards providing services under this contract. It is mandated that uniforms (consisting of shirts, with long uniform pants), name tags, covered shoes and socks, shall be worn while on official duty. All security guards shall wear the same type and style of uniform. Uniforms shall prominently display the name of the security guard service.
- E. Upon starting work, the security guard shall pick up the security guard key(s) print and sign their name on the guard log acknowledging the receipt of the building keys and the official start time.
- F. The CONTRACTOR shall provide a cellular phone for the exclusive use of the security guard on duty. The telephone number will be distributed to appropriate offices at the AAFES building and to the DAGS Building Manager. The security guard shall respond to telephone calls and assist callers as required.
- G. Should additional security guard hours be needed, due to an emergency, PSD shall notify the CONTRACTOR at least four (4) hours in advance. The CONTRACTOR shall respond to the request by providing one (1) security guard continuously, until the emergency has been resolved. **All work performed under Section G shall be paid at the unit bid price per man hour. No overtime rates shall be paid to the CONTRACTOR.**
- H. Perform other duties as mutually agreed upon in writing.

SECURITY GUARD MINIMUM QUALIFICATIONS:

- a. Must have a valid guard license/card issued by the State of Hawaii (DCCA).
- b. Not be presently suffering from any psychiatric or psychological disorder which is directly related and detrimental to a person's performance in the profession.
- c. Not have been convicted in any jurisdiction of a crime which reflects unfavorably on the fitness of the individual to act as a guard, unless the conviction has been annulled or expunged by court order.
- d. No history of violent acts that would indicate the security guard may harm a visitor or staff member.
- e. No history of child abuse, domestic violence, or sexual abuse.
- f. Must be physically able to walk up and down five (5) flights of stairs and patrol the entire building inclusive of the official parking lot throughout the assigned shift.

- g. Must be able to read, write, and understand materials in English.
- h. Must be able to speak English clearly and professionally in person and over the telephone that is easily understood by members of the public, AAFES building staff and other guard company employees.
- i. Must be able to hear conversation, use of hearing prosthetics is acceptable.

CONTRACTOR RESPONSIBILITY:

- a) The CONTRACTOR shall notify PSD of any changes to the security guard personnel and certify, in writing, that any guard(s) assigned to the AFFES building, meet the above qualifications.
- b) The CONTRACTOR shall be able to enter into a formal contract approved by the Department of the Attorney General and the Director of the Department of Public Safety.
- c) The CONTRACTOR shall keep an active security guard license with the Hawaii Department of Commerce and Consumer Affairs throughout the performance of the contract.
- d) All keys provided to the CONTRACTOR shall be returned daily and upon termination of security guard services. The CONTRACTOR is prohibited from duplicating any issued keys.
- e) Termination of contract shall be in accordance with general conditions attached to the contract between the CONTRACTOR and PSD.
- f) Parking for security guards, if required, will be provided by the CONTRACTOR in nearby commercial parking lots at the CONTRACTOR'S expense.