



**STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT**

15 SEP 28 A8:03

TO: Chief Procurement Officer

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

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-Aug-15	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	--

3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.
Exposed electrical wiring in the water heater room at Kealakehe (public housing property) and a dwelling unit at Nani Olu (public housing property) was discovered during a routine inspection of the properties that caused a potential fire hazard.

4. Vendor/Contractor/Service Provider Name: Ray Leota	5. Amount of Request: \$ 321.50 (16K00370)
--	---

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

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
The property management office maintains a list of vendors that they can call for 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 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 willing to work with the State (HPHA) and/or have worked at the property in the past.

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
Rick T. Sogawa*	DHS/HPHA	(808)832-6038	rick.t.sogawa@hawaii.gov
Joanna Renken	DHS/HPHA	(808) 832-4675	joanna.renken@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

AUG 31 2015

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Request is disapproved as an exposed electrical wiring in the water heater room, and a dwelling unit does not meet the requirements for an emergency procurement and is not an appropriate use of the emergency procurement provision. Emergency procurement is used when a situation is of an unusual or compelling urgency and creates a threat to life, public health, welfare, or safety and requires immediate response. Department will conduct their own procurement such as small purchases and may utilize the established Property Management Office list to obtain quotes for this repair.

If there are any questions, please contact Kevin Takaesu at 586-0568, or email kevin.s.takaesu@hawaii.gov.

Approved

Disapproved

No Action Required

Chief Procurement Officer Signature

10/16/15

Date