



STATE PROCUREMENT OFFICE  
EMERGENCY PROCUREMENT

RECEIVED BY  
STATE PROCUREMENT OFFICE  
10/23/2015

TO: Chief Procurement Officer

FROM: Department of Land and Natural Resources - Land Division  
*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: 9/24/2015	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.  
Limb of an overgrown Ironwood Tree on State parcel, TMK: (3) 2-1-007:025, fell over onto a residential structure on an abutting State leasehold property. The lease hold property, identified as TMK: (3) 2-1-007:024, is under General Lease No. S-3158 to Haunani Henry and Leonard K. Bolinger. The fallen tree is restricting access to the residence and caused damage to the roof, rafters, gutters, ceiling, etc...

4. Vendor/Contractor/Service Provider Name: Tree Works, Inc.	5. Amount of Request: \$ 6,500.00
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.  
Vendor cut and removed fallen tree from the leasehold property and placed onto the adjacent State parcel. Removal of the fallen tree was necessary as the tree restricted normal access into the residence.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.  
Tree Works was the first vendor contacted and was available on short notice to perform the required work. They had the necessary equipment, manpower, and expertise to properly and safely conduct the scope of work. No other vendors were solicited as Tree Works was the first vendor solicited and was readily available.

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
Wesley T. Matsunaga	Land Division	(808) 961-9590	esley.t.matsunaga@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.

*[Handwritten Signature]*

Department Head Signature

10/8/15

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 remove the large ironwood tree immediately to prevent further damage. The fallen tree was a threat to public health and safety. This approval is for the solicitation process only, HRS Section 103D-310(c) and HAR Section 3-122-112 shall apply (i.e., vendor is required to provide proof of compliance and may use the Hawaii Compliance Express) and the award is required to be posted on the Awards Reporting System. Copies of compliance and the 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 email stanton.d.mato@hawaii.gov.

Approved

Disapproved

No Action Required

*[Handwritten Signature]*

Chief Procurement Officer Signature

10/29/15

Date