



STATE PROCUREMENT OFFICE  
EMERGENCY PROCUREMENT

15 SEP 28 08:03

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

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: 2-Jul-15	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.  
Main sewer line clogged and flooded kitchen and dining room in two residential units at Kuhio Park Terrace.

4. Vendor/Contractor/Service Provider Name: Roto Rooter	5. Amount of Request: \$ 323.56 (16K00239)
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.  
Unclogged and cleared the main sewer line.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.  
The Asset Management Project office maintains a list of vendors that they can call for after-hour 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. Roto Rooter was selected as they are the first vendor on the list and were willing and able to respond when called.

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 a sewer line back up 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 or competitive sealed bidding to maintain the flow within the sewer line.

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

Approved

Disapproved

No Action Required

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for Chief Procurement Officer Signature

11-3-2015  
Date