

STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

Received by
State Procurement Office
12/21/2015

TO: Chief Procurement Officer

FROM: Department of Transportation Airport 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: 11/30/2015	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.
 Water damage to 6 state office spaces occurred on Nov. 30, 2015 as a result of a failed repair clamp (repair made 3-4 years ago which resulted in limited water damage) in a wall located above the office space. The resulting damage caused saturation of the gypsum board fire wall in the main admin office space and to the break room. Approximately 2 inches of standing water flooded the remaining space. Moisture survey concluded that six of seven office spaces sustained water damage. All carpet was removed but saturation up the wall would promote mold and mildew growth if not addressed within a window of opportunity. This would create a health and safety risk for personnel working in the space. FEMA guidelines recommend action within 24 to 48 hours to address mold and mildew spores from establishing a foothold. Pursuant to OSHA General Duty Clause Section 5(a)(1) employers are required to provide their employees a place of employment that is safe from recognized hazards.

4. Vendor/Contractor/Service Provider Name: Servpro of East Honolulu	5. Amount of Request: \$ 10,614.40
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
 The work included limited demolition work to permit air circulation within the interstitial space between walls, deployment and operation of circulation fans, dehumidifiers and air purifiers. The fans were deployed and operated continuously with daily moisture monitoring to re-position or remove fans. The work included inspection services and documentation of due diligence before turnover to the State.

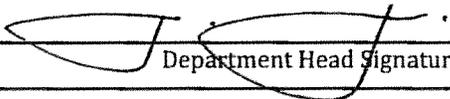
7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
 Servpro was the first available contractor to respond the same day. Competition was not practicable due to the urgency to perform this work immediately. The restoration response to the water damage had to occur within 48 hours to prevent a mold and mildew outbreak. Normal contractual time to collect three quotes and process a small purchase order takes 2-3 weeks. As result it was not practicable to conduct this procurement through the normal means without putting the workplace at risk.

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.)

<u>Name</u>	<u>Division/Agency</u>	<u>Phone Number</u>	<u>E-mail Address</u>
Keith Ishinaga, P.E. * <i>K</i>	Airports/Transportation	836-6461	keith.t.ishinaga@hawaii.gov
Roy Sakata <i>RS</i>	Airports/Transportation	836-6533	roy.sakata@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

12.18.15

 Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

Approval is granted based on the department's determination that water damage to six state office spaces needed to be addressed immediately as it created a threat to public health and safety of personnel.

HRS Section 103D-310(c) and HAR section 3-122-112 shall apply (e.g., vendor is required to show proof of compliance and may use the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Proof of compliance and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Carey Ann Sasaki at 586-0575, or careyann.r.sasaki@hawaii.gov.

Approved Disapproved No Action Required



 Chief Procurement Officer Signature

1/8/16

 Date