

STATE PROCUREMENT OFFICE  
EMERGENCY PROCUREMENT

Received by  
State Procurement Office  
12/30/2015

TO: Chief Procurement Officer

FROM: DOTA - LIHUE AIRPORT  
*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: 10/12/2015	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.

On 10-12-15 I received a call that the Airfield Electrical room was on generator power, after trouble shooting we found that the 600 amp main breaker was tripped, after further troubleshooting we noticed that the "A" Phase of the 3-phase circuit had experienced high heat (insulation had burned 3 inches from the bottom of the connection on the breaker). The breaker sustained enough heat to compromise the connection point on the 600 amp breaker. I had to call in American Electric to do the repair, and they had to call K.I.U.C. in to do a temporary disconnect. We installed a 400 amp breaker that we had on our shelf, because we could not locate a 600 amp breaker here on Kauai, American Electric installed the 400 amp breaker as a temporary fix, because we did not want to take a chance on the generator supplying power to our Airfield runway and Taxiway lighting for the period of our main breaker replacement arrival.

4. Vendor/Contractor/Service Provider Name: American Electric	5. Amount of Request: \$ 7,418.20
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.

I was advised that due to the fact that we do not have an Electrician on Staff to use American Electric for emergency situations. I had to call American Electric to change out the main breaker because we do not have any Electricians working in our Maintenance Division, I did not want the Airport runway lighting and Taxiway lights to run on Generator power for the period of a new replacement breaker, which arrived on 10-20-15.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.

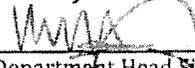
American Electric was chosen because it was advised to me by Division to find a supporting Electrical Contractor to be at a ready for emergencies, because we do not have a Electrician within our group. American Electric was told to me by Division that they were familiar with Lihue Airport. Per Benton Ho, head of Engineering Department at Division, it was advised that in the event of an electrical emergency American Electric should be the first company 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
*Terri A. Cromartie	DOTA - LIH	808-274-3807	terri.a.cromartie@hawaii.gov
Dennis L. Neves	DOTA - LIH	808-274-3800	dennis.l.neves@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.


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 12/15/15  
 \_\_\_\_\_  
 Date

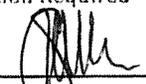
**For Chief Procurement Officer Use Only**

Chief Procurement Officer (CPO) Comments:

Approval is based on the department's determination that shorted runway lighting system created a safety hazard to all aircraft and with the understanding that Terri Cromartie will update her SPO-036 Procurement Delegation Form to reflect her married name. HRS section 103D-310(c) HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement /contract file. When processing payment to vendor the department shall attach a current compliant HCE certificate with the invoice for payment.

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

Approved
  Disapproved
  No Action Required


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 1/21/16  
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 Date