



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

16 MAR 21 A10:04

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Land and Natural Resources
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. After-the-Fact: Yes No

3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.

Discovery of the leaking pipe in shower stall at the Caretakers cottage at the Anuenue Fishers Research Center needed immediate repair to prevent the stall from collapse due water rot floor that also affected the adjoining toilet floor. The cottage is one bathroom.

4. Vendor/Contractor/Service Provider Name:
Ray's Plumbing Inc.

5. Amount of Request:
\$ 5,235.60

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

Replace and repair leaking pipe in the shower stall wall. The shower stall had to be removed in order to access the leaking pipe and replaced with pre-fabricated shower stall which also included the deconstruction and replacement of the the flooring that supported part of the shower stall and adjoining toilet floor to prevent the collopes due to water damage

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

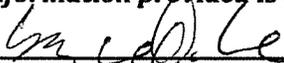
Ray's Plumbing was the 3rd vendor contacted and were selected as the lowest bidder that also accepted Purchase Order. Ray's were able to begin repair work immediately to prevent further damage to the shower stall and flooring.

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
Ray Uchimura	Aquatic Resources/DLNR	587-0096	ray.k.uchimura@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

3/17/16

 Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Comments:

This request is disapproved as it does not meet the requirements of an emergency procurement. Emergency procurement is used when a situation is unanticipated, of an unusual or compelling urgency and creates a threat to life, public health, welfare, or safety by reason of major natural disaster, epidemic, riot or fire, and requires immediate response.

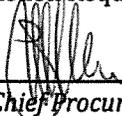
The department is advised to submit form SPO-016 Procurement Violation to request after-the-fact payment for the vendor and provide corrective action(s) for approval.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

Approved

Disapproved

No Action Required



 Chief Procurement Officer Signature

4/1/16

 Date