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**STATE PROCUREMENT OFFICE  
EMERGENCY PROCUREMENT**

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Agriculture  
*Name of Requesting Department*

Pursuant to HRS § 103D-307 and HAR chapter 3-122, Subchapter 10, the Department requests approval for the following:

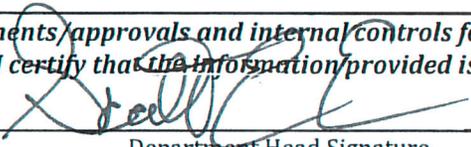
1. Date or period of Emergency: 8/12-18/2016	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety. A site-visit, notification and investigation by the City and County Storm Water Quality Branch 8/12-15/16 was made regarding a sewage water leak. Leakage of sewage water from Animal Quarantine Station (AQS) animal kennels wastewater off of AQS property was identified. Although effluent was clear, sewage water originates from animal kennel drains and cleaning activities. City and County issued order to halt leakage immediately to leak runoff into stream. Steps had to be taken to stop overflow.	
4. Vendor/Contractor/Service Provider Name: O & M Enterprises	5. Amount of Request: \$ 2,275
6. Describe in detail the emergency goods, services, or construction and explain why it is necessary. Cost includes installation and monitoring of second back-up pump set-up that was installed on August 18, 2016 to mitigate any potential recurrence of overflow from the sewage system due to increased throughput (rain) or restricted flow from clogs. It was determined that an additional backup pump system to the one already installed and running was prudent.	
7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted. The selected vendor has a contract for sewage facility maintenance and is familiar and experienced with the existing system problem. This procurement was for a backup system to eliminate any risk of recurrence. The services provided in number 6 above are not a part of the routine scope of services in the contract. It was not practicable to obtain quotes from other vendors.	

B. 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>
Mary Tashiro	Animal Industry/AQS	483-7158	mary.f.tashiro@hawaii.gov
Isaac Maeda	Animal Industry/AQS	483-7144	isaac.m.maeda@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

8/24/16  
 \_\_\_\_\_  
 Date

**For Chief Procurement Officer Use Only**

Chief Procurement Officer (CPO) Comments:

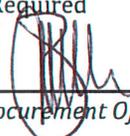
Approval is granted based on the department's determination that immediate action was necessary to stop the sewage leak runoff from entering the stream, as it created a threat to the public's health and safety. Pursuant to HRS §103D-310(c) and HAR §3-122-112, the procuring officer shall verify compliance (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 award posting are required to be documented in the procurement/contract file.

SPO does not have a record of emergency procurement delegation for Mary Tashiro. Department is reminded that only employees with applicable procurement delegation and training are permitted to conduct and participate in procurement activities.

It is also recommended that in future solicitations for sewage maintenance that the contract include a provisions for emergency work.

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

Approved       Disapproved       No Action Required

  
 \_\_\_\_\_  
 Chief Procurement Officer Signature

10/6/16  
 \_\_\_\_\_  
 Date