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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: 8/15-current/2016	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.
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 remove the leaked effluent from the stream.

4. Vendor/Contractor/Service Provider Name: Eckhard Brandes, Inc	5. Amount of Request: \$ 4,675
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
In response to leakage of sewage water from Animal Quarantine Station (AQS) animal kennels wastewater off of AQS property, the state was required to remove the drainage from the stream. Specialized cleaning services were required to remove the liquid and any other vegetation, dirt, refuse, etc. in the area of the liquid. Eleven vendors were contacted by phone that were known to provide the type of service required.

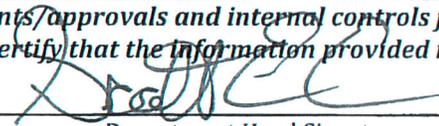
7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
As described previously in number 6, specialized cleaning services were required to remove the liquid and any other vegetation, dirt, refuse, etc. in the area of the liquid. Eleven known vendors were contacted by phone however only the selected vendor was able to go out to the site to evaluate the situation and perform the services in a timely manner. It was neither practicable or advantageous to the state to solícite other bids.

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

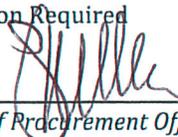
Approval is granted based on the department's determination that immediate action was necessary to stop the sewage leak runoff from entering the stream, as it created a threat to the public's health and safety. Pursuant to HRS §103D-310(c) and HAR §3-122-112, the procuring officer shall verify compliance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