



STATE PROCUREMENT OFFICE
EMERGENCY PROCUREMENT

Received by
State Procurement Office
10/17/2016

TO: Chief Procurement Officer

FROM: Public Safety - Oahu Community Correctional Center
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: July 8 - 11, 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.
 On July 8, 2016 at approximately 3:00 pm the Oahu Community Correctional Center (OCCC) main electrical power failed causing the transformers to malfunction. The emergency generators provided electrical support at a diminished capacity since they are not wired to cover all electrical requirements inclusive of air conditioning to the enclosed facility. OCCC does not have a Electrician therefore the vendor was called. Compliance documents were verified once vendor was willing and available to provide emergency service. Vendor worked on the electrical problem until the next monday.

4. Vendor/Contractor/Service Provider Name: Pacific Power Group	5. Amount of Request: \$ 865.76
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.
 Troubleshoot, Assess and Repair the electrical system failure. Electrical service is essential for the facility as electrical provides power to the security locks/doors and air conditioning (housing areas have no windows). The facility, including inmates and staff, were having to work in unsecured conditions for a minimum of 4 days.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.
 OCCC does not have a Electrician therefore the vendor was called. Compliance documents were verified once vendor was willing and available to provide emergency service. Vendor worked on the electrical problem until the next monday. At 10pm on July 11, 2016 the electrical was back on line.

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
Michael J. Hoffman, IDA / OCW	Institutions / OCCC	832-1474	michael.j.hoffman@hawaii.gov
*Marc Yamamoto nlsy 10/7/16	ASO-PC	587-1215	narc.s.yamamoto@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.

Nolan Espinda

Department Head Signature

Oct 13, 2016

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 repair the failed electrical system and return the security locks and doors to be fully operational. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112 shall apply (i.e., vendor is required to provide proof of compliance and may use the Hawaii Compliance Express) for all contracts awarded, and the award is required to be posted on the Awards Reporting System. Copies of the HCE certificates and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Stanton Mato at 586-0566, or email stanton.d.mato@hawaii.gov.

Approved

Disapproved

No Action Required

[Signature]
Chief Procurement Officer Signature

11/4/16
Date