



**STATE PROCUREMENT OFFICE  
EMERGENCY PROCUREMENT**

**Received by  
State Procurement Office  
10/18/2016**

**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:*

|  |   |
|--|---|
| <b>1. Date or period of Emergency:</b> ongoing from July 8, 2016 | <b>2. After-the-Fact:</b> <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.**  
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. According to WASA Electrical the transformer for the a/c units had no power. Therefore, a commerical sized back-up generator was needed. The facility had no choice but to lease a generator from Hawthorne Pacific Corporation.

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| <b>4. Vendor/Contractor/Service Provider Name:</b><br>Garlow Petroleum, Inc. | <b>5. Amount of Request:</b><br>\$ 15,992.22 |
|--|--|

**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. In order for the air conditioning unit to work, the facility leased a commerical size generator from Hawthorne Pacific. Off-Highway Diesel Fuel and 55 gallon drums required for the generator.

**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 10/11/16       | ASO-PC              | 587-1215     | marc.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*

Oct 11, 2016

Department Head Signature

Date

**For Chief Procurement Officer Use Only**

Chief Procurement Officer (CPO) Comments:

Approval is granted based on the department's determination that off-highway diesel fuel was necessary to fuel the leased commercial sized generator while the OCCC's electrical power system was being repaired. 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.

If there are any questions, please contact Stacey Kauleinamoku at 586-0571, or stacey.l.kauleinamoku@hawaii.gov.

Approved

Disapproved

No Action Required

*[Signature]*  
Chief Procurement Officer Signature

10/7/16  
Date