



JUL 23 2007

# STATE PROCUREMENT OFFICE EMERGENCY PROCUREMENT REQUEST

- 1. TO: Chief Procurement Officer
- 2. FROM: Department of Defense-State Civil Defense

Department/Division/Agency

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

3. Date 7/13/07 4. After the fact  YES  NO

5. Nature of the Emergency

The State Civil Defense (SCD) Division is experiencing a crisis involving the lack of adequate work space for employees hired to work three (3) disasters: 1. Manoa Flood Disaster (October 30, 2004); 2. March 2006 Flood Disaster; and 3. Kiholo Bay Earthquake Disaster (October 15, 2006). Each of these disasters resulted in a federal disaster declarations that resulted in the President authorizing federal disaster assistance.

There are a total of 15 employees that are assigned to 33 disaster response and recovery positions. The DOD is not able to hire additional employees due to the lack of work stations and operational space in the State (Birkhimer) Emergency Operating Center (EOC) in Diamond Head Crater. Moreover, five employees hired against other Division positions currently work from common work stations designed for general staff use when the EOC activates for crises and emergencies. (These work stations are not desks but tables).

The lack of adequate work space and over-crowded conditions especially for the Disaster Recovery team members are directly affecting their health, safety, welfare, and work productivity. Ventilation, fire safety, lighting, restroom facilities, and operational space are not adequate to support this increase in personnel. (The EOC facility being a closed pre-WWII ammunition bunker or earth-covered magazine).

The lack of adequate work space impairs the ability of SCD Recovery Team employees to work effectively with FEMA Public Assistance staff, and with State, county, and eligible private non-profit organizations to perform disaster repairs and recovery tasks. Repair projects to be reimbursed by FEMA for the three disasters total \$85 million. The repair projects for the October 15, 2006 Earthquake Disaster include county roads, DOE school and classroom facilities, gymnasiums, other public buildings, bridges, Kawaihae Harbor port facilities, hospitals, healthcare facilities, Judiciary buildings, and other public works facilities. The lack of adequate work space will delay project performance and processing of federal reimbursements for disaster repair projects.

An emergency procurement would immediately mitigate the situation by renovating a raised floor in Building 303 for electrical and network to the workstations. This work will take 6-8 weeks to complete and will relocate the three Disaster Recover Teams (15 personnel) to the new facility. Emergency procurement for a raised floor would also allow the re-location of other SCD staff personnel to Building 303 and offer additional space for the hiring of a fourth Disaster Response and Recovery Team should there be a major disaster during the 2007 hurricane season.

6. Vendor: D&D Furniture  
Address: 616 Puuhale Road  
Honolulu, HI 96819

7. Price:  
\$325,000.00

8. Description of goods, services, or construction to be purchased

Floor - Contractor to install a low profile raised access floor, approximately 8,000 sq. ft. Flooring to include seven in place ADA ramps, under floor electrical, integrated voice/data under floor grid including all cable from server room to end-user stations. All stations, office, and media center will have floor accessible power and data. The system will be configured for maximum occupancy to reduce the need of reconfiguration as staffing requirements change. All stations have a least 3 AC outlets – two of which will allow for isolated ground, one for standard devices (radios, fans, calculators, etc.). All stations have 3 data outlets color coded and marked- Data 1, Data 2 and Auxiliary. All stations have 1 phone outlet.

Furniture/Workstation:

- Contractor to furnish and install 30 workstations – The workstation is a double or tandem station, with “L” shaped work surfaces, supported by a combination box, box, file, lateral file unit and overhead storage system. The work surface and panels have been fitted with paper management system. Each dual station has glazed panels enclosing two sides.
- Contractor to furnish and install 3 Offices – Executive desks with credenza, hutch, and bookshelves, supported by a combination box, box, file, lateral file unit and overhead storage system. The work surface and panels have been fitted with paper management system. There is a three high book case in each workstation.

06-003-C

9. Reason for Vendor Selection  
Vendor is capable of completing construction and supplying furniture. Vendor is familiar with the building setup, requirements and is able to start work without delay. Vendor's price is competitive.

10. Direct questions to: Delores Cook Phone: 733-4300 x542  
Cathy Siu Phone: 733-4041

11. *I certify that the information provided above is to the best of my knowledge, true and correct.*

*[Signature]* 7/20/07  
Department Head or Designee Date

**Reserved for SPO Use Only**

12. Chief Procurement Officer's comments:  
  
As requested by Neal Mitsuyoshi on July 31, 2007, we are returning the request without action.

13.  
 APPROVED     DISAPPROVED     NO ACTION REQUIRED

*[Signature]* 8/1/07  
Chief Procurement Officer Date

14. E.P.No. \_\_\_\_\_