



OCT 16 2007

# STATE PROCUREMENT OFFICE EMERGENCY PROCUREMENT REQUEST

1. TO: Chief Procurement Officer  
2. FROM: Department of Defense/Office of Veterans Services

Department/Division/Agency

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

3. Date 10/5/07  
4. After the fact  YES  NO  
5. Nature of the Emergency Hawaii State Veterans Cemetery's (HSVC) supply of topsoil used to backfill gravesites is insufficient. Emergency purchase of dirt is necessary to conduct operations. Health and safety to staff and visitors are of concern. Graves must be filled in and not left open and exposed. Decomposing flesh heightens the potential for disease. Additionally, large craters in the ground resulting from excavation prior to internment may be a hazard to all. Injury would occur should anyone fall in any of the deep holes. HSVC cannot halt operations to the public. Also note that the recent rainy weather conditions in Kaneohe have left part of the existing supply unsuitable for burials. Only dry soil can be used.

6. Vendor: Onipa'a Trucking, LLC  
Address: P. O. Box 681  
Waimanalo, Hawaii 96795-1602  
7. Price: \$900

8. Description of goods, services, or construction to be purchased  
Delivery of (1) truckload of screened brown top soil [est. 20 yards] to the Hawaii State Veterans Cemetery  
We have received quotations through HePS for over \$50,000.00 We are in the process of getting quotations through the contracting process. Meanwhile, we wish to get quotes through small purchases process.

9. Reason for Vendor Selection  
Glad's Landscaping & Tree Trimming Inc. (last vendor to provide soil) did not respond to multiple requests for services. Due to the urgency of the situation other potential vendors were contacted. Onipa'a Trucking, LLC was the first to respond and return pricing information. Company was also able guarantee the date and time of delivery requested by HSVC.

10. Direct questions to: Nicole Wong, Administrative Services Asst. Phone: 808-433-0421

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

  
Department Head or Designee  
OCT 05 2007  
Date

Reserved for SPO Use Only

12. Chief Procurement Officer's comments:  
The State Procurement Office (SPO) has been informed that before the agency will be able to award a contract for topsoil, in addition to the requested \$900 in emergency topsoil purchases, a total of more than \$50,00 in topsoil purchases will be made within a 12-month period.  
For that reason and because the agency knew of the requirement for topsoil, this request has been disapproved. It is recommended that your department submit SPO Form-16, Procurement Violation Report for the estimated amount of topsoil that will be needed until a contract can be awarded.

13.  APPROVED  DISAPPROVED  NO ACTION REQUIRED  
  
Chief Procurement Officer  
10/18/07  
Date

14. E.P.No. 08-012-J