

REQUEST FOR SOLE SOURCE

TO: CHIEF PROCUREMENT OFFICER, COUNTY OF MAUI FINANCE DEPARTMENT

FROM: DHHC - Senior Services Divison - Leisure

(DEPARTMENT/DIVISION/BRANCH)

RE: REQUEST FOR SOLE SOURCE APPROVAL

PURSUANT TO 103D-306, and Subchapter 9, Chapter 3-122, HAR, the Department requests sole source approval to purchase the following (Description of goods, services, or construction):

Preparation of the Kaunoa Senior Services' monthly newsletter "The Best Years" for distribution

to various (9) post office around the island. Preparation includes, processing and printing addresses,

preparation for bulk mailing, application of postage with bulk mailing software, and post office drop-offs

Name of Vendor: Maui Printing Company, Inc.

Cost: \$ 44,400.00 Term of Contract: From: 07/01/2018 To: 06/30/2019

Prior Sole Source Reference No.(s), if any: 16-12

- (1) The goods, services, or construction has the following unique features, characteristics, or capabilities:
Pick-up newsletter upon printing completion. Process and print addresses on the
newsletter. Application of postage with bulk mailing software, required by US Post Office.
Distribution of newsletter to various (9) Post Offices around the island.

- (2) How are the unique features, characteristics, or capabilities essential for the agency to accomplish its work:
"The Best Years" monthly newsletter is Kaunoa Senior Services' primary source of
program information distribution to thousands of Maui County seniors.

(Attach Additional Sheets If Necessary)

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- (3) The following other possible sources for the goods, services, or construction were investigated but do not meet our needs because:

Other vendors will only print, collate & bind newsletter. Maui Printing Company will print

addresses on the newsletter, and prepare for bulk mailing with the required software

permit required by the US Postal Service. Maui Printing will also drop off to Post Offices.

Direct questions to: Cecilia Suzuki, Program Specialist

Phone: 808-270-7308

A completed Notice of Sole Source is attached.

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE TRUE, CORRECT AND THAT THE GOODS, SERVICES, OR CONSTRUCTION ARE AVAILABLE THROUGH ONLY ONE SOURCE.

Ruth Suzuki

Department/Agency Head

Authorized Designee (if any)

7/6/18

Title: _____

Date

Date

CHIEF PROCUREMENT OFFICER'S COMMENTS:

Please ensure adherence to applicable administrative and statutory requirements. This expenditure may be processed through a purchase order:

Yes ___ No ___. If no, a contract must be executed and funds certified.

APPROVED DENIED

[Signature]

CHIEF PROCUREMENT OFFICER

7/6/18

Date

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NOTICE OF SOLE SOURCE

The Chief Procurement Officer is in the process of reviewing the request from the department of Housing and Human Concerns, Senior Services Division

for the sole source purchase of the following goods, services, or construction:

Preparation of the Kaunoa Senior Services' monthly newsletter "The Best Years" for distribution to various post offices (9) around the island. Preparation includes, pick-up of newsletter, processing and printing addresses, preparation for bulk mailing, application of postage using bulk mailing software permit required by U.S. Postal Service, and drop-off at various post offices.

Name of Vendor: Maui Printing Company, Inc.
Address: 345 E Ahuli'u Way Wailuku HI 96793
Cost: \$ 44,400.00 Term of Contract: From: 07/01/2018 To: 06/30/2019

Direct Any Inquiries To:

Name/Title: Cecilia Suzuki, Sr Svcs Program Specialist Phone No.: 270-7308
Address: 401 Alakapa Place, Kaunoa Senior Center
Paia, HI 96779 Fax No.: 270-8037

7/10/18
Date Notice Posted

A copy of this notice of intent shall be posted by the Chief Procurement Officer and the purchasing agency in an area accessible to the public at least seven calendar days prior to any approval action.

Submit written objections to this notice of intent to issue a sole source contract within seven calendar days from the date this notice was posted to:

**Chief Procurement Officer
County of Maui Finance Department
200 South High Street
Wailuku, Maui, HI 96793**

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