

REQUEST FOR SOLE SOURCE

TO: CHIEF PROCUREMENT OFFICER, COUNTY OF MAUI FINANCE DEPARTMENT

FROM: Management/Redevelopment Program
(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):

Public information and communications specialist to assist with documenting and informing the public regarding the Wailuku Civic Complex, mitigation programs and Wailuku town improvements during the construction process.

Name of Vendor: Linn Nishikawa & Associates, Inc.

Cost: \$ 109,815.56 Term of Contract: From: 9/15/20 To: 9/14/20

Prior Sole Source Reference No.(s), if any: none

- (1) The goods, services, or construction has the following unique features, characteristics, or capabilities:
The vendor has created templates, graphics and websites to support the project that would have to be newly developed if another vendor were to take over the execution of this work; at great expense to the County.

- (2) How are the unique features, characteristics, or capabilities essential for the agency to accomplish its work:
The community requires timely, user-friendly access to information regarding construction that impacts public streets, sidewalks and facilities within Wailuku town. The templates, graphics and website developed by Nishikawa are easy for the public to read and and designed for business, medical services and government to easily share with clients.
(Attach Additional Sheets If Necessary)

SOLE SOURCE REF. NO. 21-72

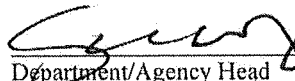
- (3) The following other possible sources for the goods, services, or construction were investigated but do not meet our needs because:

The continuity of messaging would be lost and significant additional cost would be incurred.

Direct questions to: Erin Wade Phone: 808-270-6258

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.


Department/Agency Head
9/8/20
Date

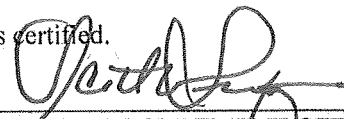
Erin Wade
Authorized Designee (if any)
Title: Planner
9/4/20
Date

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 _____


CHIEF PROCUREMENT OFFICER
9/14/20
Date

SOLE SOURCE REF. NO. 21-12

NOTICE OF SOLE SOURCE

The Chief Procurement Officer is in the process of reviewing the request from the department of Management

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

Public information and communication specialist to assist with documenting and informing the public regarding the Wailuku Civic Complex, mitigation measures and Wailuku town programs during construction.

Name of Vendor: Linn Nishikawa & Associates, Inc.

Address: 569 Kulaiwi Drive, Wailuku HI 96793

Cost: \$ 109,815.56 Term of Contract: From: 9/15/20 To: 9/14/20

Direct Any Inquiries To:

Name/Title: Erin Wade Phone No.: 270-6258

Address: 200 S. High Street, Dept of Management
Wailuku, HI 96793 Fax No.: _____

9/15/20
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

21-72
SOLE SOURCE REF. NO. _____