

REQUEST FOR SOLE SOURCE

TO: CHIEF PROCUREMENT OFFICER, COUNTY OF MAUI FINANCE DEPARTMENT
Management/Planning & Development Section
FROM: _____
(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):

Weekly rental of an assembly space to accommodate a displaced religious institution and its parishioners during the construction at the Wailuku Municipal Parking lot.

Name of Vendor: Maui Community Theater

Cost: \$ 2,620/week Term of Contract: From: January 27, 2021 To: September 1, 2021

Prior Sole Source Reference No.(s), if any: _____

- (1) The goods, services, or construction has the following unique features, characteristics, or capabilities:

The lao Theater is the only space rated for public assembly that is also ADA accessible and can accommodate a congregation this religious institution size with social distancing requirements due to COVID-19

- (2) How are the unique features, characteristics, or capabilities essential for the agency to accomplish its work:

The only access to this religious insitution is through the Wailuku municipal parking lot. For the safety of the staff, congregation and construction crew during the development of the parking structure this access had to be closed. To prevent disruption of the church operations, an alternative location in Wailuku was required until access is restored.

(Attach Additional Sheets If Necessary)

SOLE SOURCE REF. NO. 21-78

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

The neighboring Main Street Promenade building, however they are undertaking their own construction. Other churches in the area with similar spaces have schedules that conflict with Calvary Church's schedule. Community centers remain closed.

Direct questions to: Erin Wade

Phone: 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

4/16/21
Date

Authorized Designee (if any)

Title:

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

4/16/21
Date

SOLE SOURCE REF. NO. 21-78

NOTICE OF SOLE SOURCE

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

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

Weekly rental of an assembly space to accommodate a displaced religious institution

during the construction at the Wailuku Municipal Parking lot.

Name of Vendor: Maui Community Theater

Address: _____

Cost: \$ 2,620/week Term of Contract: From: January 27, 2021 To: September 1, 2021

Direct Any Inquiries To:

Name/Title: _____

Phone No.: _____

Address: _____

Fax No.: _____

4/10/21
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**

SOLE SOURCE REF. NO. 21-78

