

NOTICE OF SOLE SOURCE

Department of Water, County of Kauai

The Chief Procurement Officer has received a Request For Sole Source in accordance with Hawai'i Administrative Rule §3-122-82 and Hawai'i Revised Statutes §103D-306. A preliminary review has been conducted and approved for posting of this Notice.

Accordingly, by posting of this Notice, constructive notice is provided to permit interested parties an opportunity to review a copy of the Request For Sole Source, attached and posted herewith, and to submit written objections within seven (7) days from the date this Notice was posted. Objections shall be submitted to:

Chief Procurement Officer or Designee
Department of Water
4398 Pua Loke Street
Lihue, Hawaii 96766

Questions may be directed to the Chief Procurement Officer or Designee at phone: (808) 245-5422 or Email: myano@kauaiwater.org.

A summary of the Sole Source Request follows:

Proposed Vendor's Name and Address:

Utilitec, Inc.
1911 Woodslee Drive
Troy, MI 48083

Brief description of proposed Sole Source Item:

The Department of Water (DOW)'s Customer Care and Billing (CC&B) was previously hosted by the Honolulu Board of Water Supply. Bulk mailing service for water bills and notices was provided by UTILITEC, Inc.

As DOW implemented their own instance of CC&B, DOW continued to utilize the services of Utilitec to minimize the unknown risks of converting and implementing a new program. In addition, it required less training for staff so the need to hire temporary workers to help during conversion was not necessary.

The DOW is in the process of procuring a new billing system and until a new billing system is in place, the DOW continues to seek the services of UTILITEC, Inc. to provide DOW bulk mailing through sole source procurement method. This method will save the DOW additional fees and costs from implementing a new bulk mailing service; i.e. the need for additional testing and training. DOW water bills were already configured to work with UTILITEC, Inc.'s process servers. Conversion time and efforts will be minimized as well as the risks involved in any conversion and/or implementation projects.

BY: /s/Marites Yano

Date Notice Posted: September 27, 2022

SPACE BELOW RESERVED FOR RESPONSE TO REQUESTING DIVISION

TO: Marites Yano
Division Head/Lead

Sole Source No. SS-2023-02 is assigned. This Notice was posted for seven (7) days. No objections were received. Please proceed with (1) processing of a requisition for a purchase order, or (2) contract preparation be sure to reference the assigned Sole Source No. in the contract.

Objection was received. Please contact the CPO or Designee.

Chief Procurement Officer or Designee