

**REQUEST FOR SOLE SOURCE**

TO: CHIEF PROCUREMENT OFFICER, COUNTY OF MAUI FINANCE DEPARTMENT  
FROM: DHC - Senior Services Division - Elderly Lunch Program - Home Delivered Meals  
\_\_\_\_\_  
(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):**

Expendable food service products for a meal packaging system used for the Home-Delivered Meals

Program which serves the homebound/frail seniors of Maui. The meal packaging products includes:

3-compartment paperboard trays, printed film/wrap with heating instructions, and meal movers (cases)

Name of Vendor: Oliver Packaging and Equipment, Inc.

Cost: \$ 37,200 Term of Contract: From: 07/01/2018 To: 06/30/2019

Prior Sole Source Reference No.(s), if any: 16-71

- (1) The goods, services, or construction has the following unique features, characteristics, or capabilities:  
Kaunoa Senior Services purchased a meal packaging system over 10 years ago from  
this vendor. The only products that can be used with this system are those designed and  
sold by this vendor. There are no other vendors who sell these products to fit this system.
  
- (2) How are the unique features, characteristics, or capabilities essential for the agency to accomplish its work:  
Kaunoa Senior Services is tasked with furnishing home-delivered meals to the frail and  
homebound elderly. We are required by the Federal Title III grant to meet State of Hawaii  
Dept. of Health regulations. This meal packaging system seals the food and it can retain  
the required levels of heat than the general take-out containers.  
(Attach Additional Sheets If Necessary)

SOLE SOURCE REF. NO. 19-5

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

This vendor is the only manufacturer of the product used for this meal packaging system.

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Direct questions to: Verna Podlewski, Prog. Specialist

Phone: 808-270-7321

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 Zuttel*

Department/Agency Head  
1/25/18

Authorized Designee (if any)

Title: \_\_\_\_\_

Date

\_\_\_\_\_ Date

CHIEF PROCUREMENT OFFICER'S COMMENTS:

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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

7/26/18  
Date

SOLE SOURCE REF. NO. 19-5

**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

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

Expendable food service products for a meal packaging system used for the Home-Delivered  
Meals Program which serves the frail/homebound elderly of Maui. The meal packaging  
products includes: 3-compartment paperboard trays, printed film/wrap with heating instructions,  
and portable meal movers/cases, and related freight/shipping charges.

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Name of Vendor: Oliver Packaging and Equipment, Inc.

Address: PO Box 8506, Carol Stream, IL 60197-8506

Cost: \$ 37,200 Term of Contract: From: 07/01/2018 To: 06/30/2019

Direct Any Inquiries To:

Name/Title: Verna N. Podlewski, Program Specialist

Phone No.: 270-7308

Address: 401 Alakapa Place, Kaunoa Senior Center

Paia, HI 96779

Fax No.: 270-7321

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7/26/18  
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.**

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**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. 19-5