

EAST HAWAII REGION
NOTICE & REQUEST FOR SOLE SOURCE

1. TO: Regional Chief Executive Officer
2. FROM: Nadya White, Project Management Office

Pursuant to East Hawaii Region Policy, PUR 005, the Department requests sole source approval to purchase the following:

3. Description of goods, services, or construction: Produce and design signage that aligns with the current standardized signs used in our hospitals and clinics.
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4. Vendor Name: Mauna Kea Signs Address: P.O. Box 561 Kurtistown, HI 96760	5. Price: \$ <u>100,000.00</u> in total
6. Term of Contract: From: <u>01/01/2025</u> To: <u>12/31/2025</u> (mm/dd/yyyy)	7. Prior Sole Source Ref No. <u> </u>

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities: Mauna Kea Signs possesses extensive knowledge of hospital and ADA requirements applicable to both clinical and non-clinical spaces. By conducting this service locally and utilizing pre-existing signage templates from prior projects, we can significantly reduce shipping and design expenses. Collaborating with Mauna Kea Signs enables us to achieve uniformity in signage regarding style, color, and finish, thereby eliminating inconsistencies across the hospital.

9. Essential Features: How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work: Mauna Kea Signs has been able to come on-site for walk-throughs on short notice and produce quotes in a timely matter, even for emergency same-day requests. The hospital has benefited from faster turnaround times compared to mainland vendors, which is essential for adhering to our deadlines. Additionally, maintenance and repairs of current signage are handled promptly and economically by Mauna Kea Signs due to the vendor's familiarity with our signage systems.

10: Sole Source No.

25-0313

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because:

- Takeform: not a suitable option due to high costs and wait time for quotes and shipping.
- Creative Arts: not a suitable option due to the restricted variety of signage options they provide.

12. **Direct any inquiries to:**

Department: Technical Services (Project Management Office)
Contact Name/Title: Nadya White

13. Phone Number:(808) 932-3033

Fax Number: N/A

Expenditure may be processed with a purchase order: ☒ Yes ☐ No If no, a contract must be executed

Agency shall ensure adherence to applicable administrative and statutory requirements.

14. ***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.***

Kris Wilson



Feb 7, 2025

Department Head (sign and print name)

Date

Reserved for RCEO/Designee Use Only

15 Date Notice Posted: _____

Submit written objections to this intent to issue a sole source contract within five (5) calendar days or as otherwise allowed from the above posted date to: Regional Chief Executive Officer

East Hawaii Region
1190 Waiānuenue Ave.
Hilo, Hawaii 96720

16. Regional Chief Executive Officer's comments:

17. ☒ APPROVED ☐ DISAPPROVED
☐ NO ACTION REQUIRED



Feb 10, 2025

Regional Chief Executive Officer

Date