

## **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) 245-5409 or Email: [cerorita@kauaiwater.org](mailto:cerorita@kauaiwater.org).

A summary of the Sole Source Request follows:

Proposed Vendor's Name and Address:

Mark R. Knoff  
31 Ridgewood Street  
Mankato, MN 56001

Brief description of proposed Sole Source Item:

The Department of Water ("Department") is considering the possible acquisition of public property, specifically property identified by tax map key: 4-3-018-001. Mr. Knoff will provide unique advice, counsel, and skills to the Department as part of its due diligence leading up to the possible acquisition of the property. The services essential to the Department's ability to accomplish its work on this possible acquisition are unique and only provided by Mr. Knoff.

Mr. Knoff will provide his own equipment, tools, and other materials at his own expense, however, the Department may provide Mr. Knoff with a Department laptop, a Department email, and provide access and use of Department software relevant to the services provided by Mr. Knoff.

### **MULTI-TERM CONTRACT:**

Funds are available and appropriated only for the first fiscal year of the contract. The contractual obligation of both parties in each fiscal period succeeding the first is subject to the appropriation and availability of funds. By mutual agreement between parties, the contract may be extended on a month-to-month, or term basis, not to exceed a total of 36 months. Any extension to the contract is subject to the availability of funds, and will be at the same contract price, except to the extent price adjustment is allowed by the contract and approved by the Department of Water. Any extension shall be issued in writing by the Department of Water and acceptance of the extension shall be signed by the Vendor. In all cases, it is agreed that the contract shall be subject to termination in the event the Board of Water Supply fails to appropriate funds for the upcoming fiscal year, beginning July 1<sup>st</sup> of each year. In the event the contract is terminated because of lack

of appropriated funds, no breach of contract shall be deemed to have occurred, but shall be considered as a normal termination of contract.

Contract shall be agreed to and executed in accordance and in compliance with the General Terms and Conditions for Professional Services Contracts Board of Water Supply, County of Kaua'i, dated January 1, 2019. Reasonable terms will be considered subject to CPO, legal, and Board approvals.

**MINIMUM INSURANCE REQUIREMENTS:**

Not applicable.

BY: /s/ Joseph E. "Joe" Tait

Date Notice Posted: March 4, 2024

SPACE BELOW RESERVED FOR RESPONSE TO REQUESTING DIVISION
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TO: Joseph E. "Joe" Tait  
Division Head/Lead

Sole Source No. SS-2024-08 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.

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Chief Procurement Officer or Designee