

**County of Kauai
Department of Finance - Purchasing Division**

Professional Services Procurement Disclosure

Pursuant to the requirements of HRS 304-103D,
the following information is hereby publicly disclosed.



Award Date: 10/5/21

Contract #: 9886

1. **Professional Services Publication Number:**
 - **Publication Number: 2022-PROF-1, B.1**
2. **Description of Services Required:**
Master Hearings Officer
3. **Check if Small Purchase procedures used.**
4. **The ranking and names of a minimum of the top three (3) persons or organizations ranked by the Selection Committee for negotiation of a contract (note- the minimum of 3 persons may be limited to less than 3 by the review committee or by the number of responses to the solicitation):**
 - **Harlan Y. Kimura, Attorney at Law**
 - **McCorriston Miller Mukai MacKinnon**
 - **Torkildson Katz Hetherington Harris & Knorek**
5. **The legal name of the person or organization receiving the award:**
 - **Harlan Y. Kimura, Attorney at Law**
6. **The Dollar amount of the contract: \$36,524.00**
7. **The names of the Selection Committee members:**
 - **Ellen Ching**
 - **Keith Perry**
 - **Adam Roversi**
8. **Describe the relationship of any of the principals to any of the persons making the recommendation of award and award:**
 - **DIRECTOR OF FINANCE (AUTHORITY TO AWARD): NONE**

Date Posted: 10/5/21

**DEPARTMENT OF FINANCE
PURCHASING DIVISION**

REIKO MATSUYAMA, DIRECTOR
MICHELLE L. LIZAMA, DEPUTY DIRECTOR



DEREK S.K. KAWAKAMI, MAYOR
MICHAEL A. DAHLIG, MANAGING DIRECTOR

October 5, 2021

Harlan Y. Kimura, Attorney at Law
A Law Corporation
220 South King Street, Suite 1660
Honolulu, Hi 96813

Attn: Harlan Y. Kimura, Attorney at Law

RE: **2022-PROF-1 – Master Hearings Officer**

Your firm has been awarded the negotiated contract to provide MASTER HEARINGS OFFICER services for the Office of Boards and Commissions, Mayor’s Office, County of Kauai, in accordance with 2022-PROF-1, B.1 and to the terms and conditions set forth in the contract document. The award is conditioned upon your execution and return of the executed contract together with:

- Insurance certificates as required by the solicitation or negotiated terms. *** An electronic copy of your Certificate of Insurance must be emailed within five (5) working days of receipt of Notice of Award.*

The total contract amount shall be **THIRTY SIX THOUSAND FIVE HUNDRED TWENTY FOUR AND 00/100 DOLLARS (\$36,524.00).**

Contract documents will be sent to you under separate cover for your review and execution. **Contract No. 9886** is assigned and should be referenced in all future communications relating to this Contract.

After the contract is fully executed, a “Notice to Proceed” will be issued to designate the official contract starting date. Until said Notice is issued the County may find cause for cancellation of the award and any expenses incurred by you will be at your own risk.

Further, as a reminder, the following is a requirement for final payment and should be submitted with your final payment invoice:

- a tax clearance certificate required by HRS 103D-328, and 103D-310 (c)
- Contractor’s Certificate of Compliance for Final Payment (self-certification form), required by HAR 3-122-112 (c), Responsibility of Offerors. Purchasing Division Schedule G-1 is available upon request.

We appreciate the opportunity to work with you on this project and look forward to its successful and timely completion.

Please feel free to call us on any questions or if we may assist you in anyway.

Very truly yours,


Ernest Barreira (Oct 5, 2021 15:22 HST)

Ernest W. Barreira, M.S.
Assistant Chief Procurement Officer

cc: B&C – A.Segreti

/krm


NOA C9886

Final Audit Report

2021-10-06

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|-----------------|--|
| Created: | 2021-10-06 |
| By: | Kristi Mahi (kmahi@kauai.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAUoCrgyQlyLFHZ6nUBnA2vRW64w71OImO |

"NOA C9886" History

-  Document created by Kristi Mahi (kmahi@kauai.gov)
2021-10-06 - 1:16:46 AM GMT- IP address: 72.235.186.194
-  Document emailed to Ernest Barreira (ebarreira@kauai.gov) for signature
2021-10-06 - 1:17:01 AM GMT
-  Email viewed by Ernest Barreira (ebarreira@kauai.gov)
2021-10-06 - 1:21:45 AM GMT- IP address: 72.235.186.194
-  Document e-signed by Ernest Barreira (ebarreira@kauai.gov)
Signature Date: 2021-10-06 - 1:22:02 AM GMT - Time Source: server- IP address: 72.235.186.194
-  Agreement completed.
2021-10-06 - 1:22:02 AM GMT