

State of Maine Procurement Justification Form

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

Department Office/Division/Program:		Judicial Branch Office of Court Facilities		
Department Contract Administrator or Grant Coordinator:		Ryan Bell		
(If applicable) Department Reference #:		CJC COVID19 Cleaning		
Amount: (Contract/Amendment/Grant)	\$ 18500	Advantage CT / RQS #:	20200320*2567	
CONTRACT	Proposed Start Date:	3/202020	Proposed End Date:	3/25/2020
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Octagon Cleaning and Restoration		
Brief Description of Goods/Services/Grant:		Cleaning necessary as a result of having a person in the building that tested positive for COVID 19 (disinfecting, carpet cleaning).		

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
x	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

Please respond to ALL of the following:	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	
<p>Services were needed to clean the Capital Judicial Center in an area that we had an employee test positive for the Coronavirus. Per the direction of the CDC and Maine Air Quality, they are disinfecting all high touch areas and surfaces and the floor after in the areas where this person was.</p>	

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2. Provide a brief justification for the selected vendor to supplement the response in Part II.

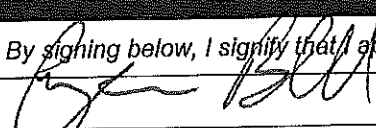
I solicited two quotes for this project quickly as time was of the essence with this project, being that 100 employees are out of work until this can be completed. The quotes that I received were from ServPro and Octagon Cleaning and Restoration. Octagon is a certified and well respected company and their pricing was much more reasonable.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The first written quote from ServPro was for \$1 a square ft. to cover the entire building, and the quote received from Octagon Restoration wasn't even for a quarter as much for comparable services. The rates for this scope of this work given our current situation, I would say are very reasonable.

4. Describe the plan for future competition for the goods or services.

In the future, I believe it a good idea to write into our janitorial contracts that they have the proper personal protective equipment for their janitors, so that if this happens, they could possibly handle a situation like this and we'd already have it built in contractually.

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>	
		
Printed Name:	Ryan Bell	Date: 3/20/20
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>William J.E. Allen</i>	
Printed Name:	William J.E. Allen	Date: 3/25/2020