

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.

PART I: OVERVIEW

Department Office/Division/Program:		Secretary of State, Bureau of Motor Vehicles		
Department Contract Administrator or Grant Coordinator:		Marc Theberge		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 21,000.00	Advantage CT / RQS #:	29B 20200320000000001075	
CONTRACT	Proposed Start Date:	March 24, 2020	Proposed End Date:	April 5, 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 & Restoration, Windham, Maine		
Brief Description of Goods/Services/Grant:		Clean and Disinfect due to the COVID-19 Virus		

PART II: JUSTIFICATION FOR VENDOR SELECTION

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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

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.

To clean and disinfect the BMV building at 101 Hospital Street, Augusta, ME against the COVID-19 Virus. All employees were sent home due to several potential cases in the BMV building. The BMV building needs to be secured against the virus before employees will return to work.

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PART III: SUPPLEMENTAL INFORMATION

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

Vendor was called by BGS to quote for the cleaning because the vendor is equipped to handle large building cleaning and disinfecting in order to complete the cleaning in a reasonable amount of time.

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

Based on past BGS/BMV cleaning contract the cost of the cleaning was found to be fair.

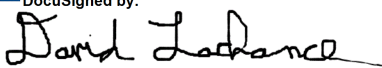
4. Describe the plan for future competition for the goods or services.

As this cleaning was not a planned project but the response to prevent potential spread of the virus in the future going to bid will be used unless the situation is also an emergency.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

DocuSigned by:

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Printed Name:

David Lachance

Date:

3/25/2020

**Signature of DAFS
Procurement Official:**

DocuSigned by:

2D5B6E39F57E44A...

Printed Name:

William J.E. Allen

Date:

3/25/2020

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