

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:		Judicial Branch Office of Court Facilities		
Department Contract Administrator or Grant Coordinator:		Ryan Bell		
(If applicable) Department Reference #:		Alfred CCH COVID19 Cleaning		
Amount: (Contract/Amendment/Grant)	\$ 9,250	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	3/23/2020	Proposed End Date:	3/26/2020
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).		

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
x	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.

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PART III: SUPPLEMENTAL INFORMATION

Services were needed to clean the Alfred County Courthouse in an area that we had an employee who might have the Coronavirus. Per the direction of the CDC and Maine Air Quality, they are disinfecting all high touch areas and surfaces where this person was and they are also cleaning the floors.

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

I just used Octagon for Emergency Cleaning Services last week at the Capital Judicial Center. They did an excellent job and are a reputable company for remediation services.

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

Based on the scope of services of this contract, it being night cleaning, and the square footage price I received for similar services last week at the Capital Judicial Center the rate is fair and reasonable.

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

In the future, we'll start to develop pricing for the different areas we have in a courthouse (i.e. courtrooms, office space) and develop a bid based on square footage of these spaces.

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:

Jeff Henthorn

Printed Name:

BB1803E3E3EB4DD...
Jeff Henthorn

Date:

4/7/2020

**Signature of DAFS
Procurement Official:**

DocuSigned by:

William J.E. Allen

Printed Name:

2D5B6E39F57E44A...
William J.E. Allen

Date:

4/7/2020

NOI 0420200286 04/07/2020 - 04/14/2020