

## 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 Corporations, Elections & Commissions			
Department Contract Administrator or Grant Coordinator:		Julie L. Flynn, Deputy Secretary of State			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	NTE \$ 22,000.00	Advantage CT / RQS #:	29A20200619000000004007		
CONTRACT	Proposed Start Date:	6/22/20	Proposed End Date:	7/30/20	
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:		Pro Movers, 22 Verti Dr., Winslow, me 04901			
Brief Description of Goods/Services/Grant:		Delivery of Custom protective barriers and spray sanitizer for Maine's voting places for the July 14, 2020 Primary and Special Referendum Election			

### 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	X	L. Other Authorization <b>Delivery of Covid-19 Supplies</b>

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- 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

Due to the COVID-19 pandemic, there is a need to provide all Maine voting places with personal protective equipment (PPE) for the poll workers and other protective supplies for the voting places for the July 14, 2020 elections, to protect both the election officials and the voting public. Although the State already provides voting equipment and supplies to each municipality, the need for equipment and supplies is of an emergency nature due solely to the pandemic. Because the timing of manufacturing and packaging of the barriers and supplies is so tight, courier service was seen as necessary to guarantee that the equipment would be in place for the election.

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

Pro Movers was selected as the mover/shipper for this COVID equipment and supplies due to the quantity and size of the equipment and supplies being shipped and delivered. There are 2500 barriers to deliver and 625 sixteen-ounce bottles of sanitizer. The barriers are 36 inches by 36 inches when loaded on to a truck would take up a significant amount of space. Since both manufactures/suppliers of the products are in close proximity to each other it made good sense to use an in-state mover/delivery company.

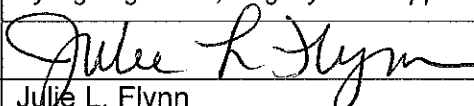
### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Estimates of shipping via UPS was done initially and found much more expensive than having these units delivered directly. In total, the cost to use UPS could be as high as \$117,000.00; whereas Pro Movers' rough estimate was \$22,000.00 to deliver to most towns or municipalities. Both manufactures are instate venders and Pro Movers is an instate mover/delivery company. This provides an additional benefit, reducing the time and cost of shipping of the barriers to the individual municipalities before the July 14<sup>th</sup> election.

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

As this service is of the emergency nature in that these barriers need to be in place in time for the election on July 14<sup>th</sup>, 2020, in the future the purchase of this type of equipment would go out to bid.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Julie L. Flynn	<b>Date:</b>	6/22/2020
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: <i>Debbie Jacques</i>		
<b>Printed Name:</b>	1DFA565D481F42E... Debbie Jacques	<b>Date:</b>	6/26/2020