

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:		DHHS/Maine CDC/PHEP		
Department Contract Administrator or Grant Coordinator:		Chris Moiles		
(If applicable) Department Reference #:		CD0-21-1301		
Amount: (Contract/Amendment/Grant)	\$ 34,003.32	Advantage CT / RQS #:	RQS 10A 20200724000000000109	
CONTRACT	Proposed Start Date:	8/1/20	Proposed End Date:	8/31/21
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:		Material Handling Exchange (MHE) 1800 Churchman Ave Indianapolis, IN 46203 317-788-7225		
Brief Description of Goods/Services/Grant:		The Maine CDC is procuring pallet racking system for our new 20,400 square foot warehouse to receive, stage and store medical equipment and supplies for public health emergencies such as the COVID-19 pandemic.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
X	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
	E. Emergency		K. Client Choice
	F. University Cooperative Project	X	L. Other Authorization: COVID 19

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

The Maine CDC Public Health Emergency Operations Program (PHEP) manages emergency caches of medical supplies and equipment necessary for managing the current pandemic emergency. In order to maximize space to store the 1,000 pallets of personal protective equipment in our possession, we need to purchase and install a pallet racking system that utilizes our vertical space to maximize storage for pandemic medical supplies.

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

The PHEP program received three bids for goods and services and the vendor selected was substantially less than the other two vendors. The selected vendor also had everything we needed in stock whereas the other two reported a 14-16-week backorder for the items. MHE has been in business since 1989 and established a reputation of being a value-added partner to long term business relationships with multi-location customers and innovative solutions provided throughout North America. MHE provides turn-Key Solutions and have over 50 experience installation and dismantle crews that travel the nation, provides custom CAD layouts for racking systems, shelving, mezzanines, and conveyors. MHE offers factory direct pricing since they manufacture the pallet systems in house.

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

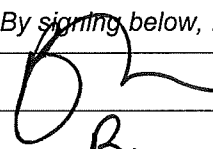
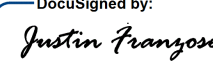
Material Handling Exchange's bid was chosen as the most cost effective from among the three bidders who submitted quotes. MHE's quote of \$34,003.32 (freight charges included) was deemed to be fair and reasonable for a pallet racking system meeting all of the State's technical requirements. By comparison, MHS's quote totaled more than \$41,500 for a system that lacked the required push back system and SJF's quote of \$28,459, while lower in cost than MHE, was for a system that also lacked the required push back racking.

The materials will be purchased utilizing federal supplemental funding to support our response to the COVID 19 pandemic.

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

Three quotes were obtained. All future good and services for warehouse supplies and equipment will be competitive via an RFP process. Due to the COVID-19 emergency nature of this purchase with services will not go to RFP.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Ben Mann	Date:	7/30/20
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	8/4/2020