

## 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 / FACILITIES			
Department Contract Administrator or Grant Coordinator:		TED GLESSNER			
(If applicable) Department Reference #:		AIR PURIFIER PURCHASING FOR COVID 19			
Amount: (Contract/Amendment/Grant)		\$ 94,258.97	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	<b>AUGUST 27, 2020</b>	Proposed End Date:	DEC 30, 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:		AMAZON ONLINE			
Brief Description of Goods/Services/Grant:		Purchasing 125 air purifiers and one extra filter per unit for courthouses for 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.)

	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
<b>X</b>	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.

# State of Maine Procurement Justification Form

## PART III: SUPPLEMENTAL INFORMATION

The Judicial Branch needs to purchase air purifiers for their courtrooms and Clerks areas to provide a safe environment for the public to conduct judicial business during the Covid-19 pandemic, this is an emergency Covid-19 life safety purpose.

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

After much research, we decided on the Coway Airmega 400 unit, this unit had the lowest decibel level of any air purifiers on the market. The low decibel level allows this unit to be used in courtrooms where recorded court proceedings are conducted and a low decibel level does not interfere with proceedings or recordings. A low decibel level is essential for Clerk's offices where phone and public counter interactions with the public are ongoing. The Coway product has a decibel level in the 40's and the W B Mason Fellows product has a highest setting fan level decibel level of 67.

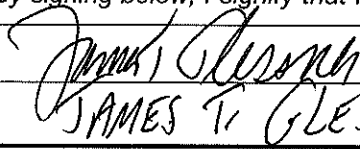

### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

We have purchased 55 units already from Amazon Online and Walmart Online at a total cost of \$35,178.97 (\$639.61 per unit). These were the lowest prices we could find for these units. Since those initial purchases, the price has risen to \$750 per unit, still the lowest price we can find for the Coway Airmega 400.

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

If any more Coway Airmega 400 air purifiers need to be purchased, we will do due diligence and locate the most economical option as well as contact Purchasing advising of the need.

## 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>	JAMES T. GLESSNER	<b>Date:</b>	11/12/20
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small>  <small>205B6E39E57E44A</small>		
<b>Printed Name:</b>	William Allen	<b>Date:</b>	11/13/2020

NOI 1120201033 11/13/2020 - 11/19/2020 COVID