

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:		Department of Secretary of State, Bureau of Motor Vehicles	
Department Contract Administrator or Grant Coordinator:		Thomas Bull	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$9,062.00	Advantage CT / RQS #:	20220124000000000824
CONTRACT	Proposed Start Date:	01-01-2022	Proposed End Date: 02-01-2022
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:		Cabrel Company, Bangor Maine	
Brief Description of Goods/Services/Grant:		Installation of EV charging station at the new Bangor branch.	

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	X	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
	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.

This RQS is for the installation of an EV charge station at the new Bangor branch; this work is consistent with Executive directives on increasing the number of EV charge stations in Maine and will be reimbursed by grant monies.

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PART III: SUPPLEMENTAL INFORMATION

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

For this project, the owner of the building that will house the new Bangor branch, Cabrel Company, hired their own electrical contractor to install the EV charge station for the branch. This RQS is to reimburse Cabrel Company for services rendered.

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

The rates are dictated by Cabrel Company; BMV/SOS was not a part of discussions on rates for the contractor doing the work, though the Cabrel Company did supply a quote for the work and the final cost is consistent with this quote.

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

Being a leased space, very often the landlord will hire their own contractors. If rates appear exorbitant, BMV will work with the landlord to ensure fair rates.

PART IV: APPROVALS

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

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

David Lachance

Printed Name:

David Lachance

Date:

1/25/2022

**Signature of DAFS
Procurement Official:**

DocuSigned by:

William J.E. Allen

Printed Name:

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William J.E. Allen

Date:

2/1/2022

NOI 0220220104 02/01/22 - 02/07/2022 Confirming