

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)		\$13,158.00	Advantage CT / RQS #:		20220124000000000827
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:		Construction add-ons for building of 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		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 construction add-ons for the new Bangor BMV branch; these items include an additional door and a safe that were not part of the original building contract and were done at the request of BMV.

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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 contractors to build the new 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 and are consistent with the construction costs under the main contract.

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):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>David Lachance</i>		
Printed Name:	David Lachance	Date:	<i>1/25/2022</i>
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>William J.E. Allen</i>		
Printed Name:	<small>2D5B6E39F57E44A...</small> william J.E. Allen	Date:	2/3/2022

NOI 0220220112 02/03/2022 - 02/09/2022 confirming