

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:		Marine Resources/Bureau of Marine Science	
Department Contract Administrator or Grant Coordinator:		Michael Erwin / Amanda Webb	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$11,310.00	Advantage <u>CT</u> / RQS #:	13A 20220915000000000816
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	11/14/2022	Effective Date:
	Previous End Date:	2/14/2023	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		ORGANICLEAN, Thomaston, ME VC0000253194	
Brief Description of Goods/Services/Grant:		To Provide Janitorial services	

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.**

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PART III: SUPPLEMENTAL INFORMATION

This is to provide janitorial services to clean and maintain our rest rooms. At this time, DMR has no janitor on site, and this service will maintain the hygiene necessary for the well being and health of people on site.

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

ORGANICLEAN was selected after receiving a total of three quotes from qualified companies with ORGANICLEAN as the lowest bidder.


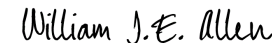
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Fair market pricing was also taken into consideration.
DMR received 3 Quotes and reached out to several other companies.

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

DMR will continue to look for qualified contractors, who have experience in this type of work, to do these kind of specialty jobs.

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>		
	 <small>Carl Wilson (Feb 14, 2023 08:14 EST)</small>		
Printed Name:	Carl Wilson	Date:	Feb 14, 2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>2D5B6E39F57E44A...</small>		
Printed Name:	William J.E. Allen	Date:	2/27/2023

NOI 0220230194 02/27/2023 - 03/05/2023


PFJ CT 13A 20220915-816 Amend


Final Audit Report


2023-02-14


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 Signer carl.wilson@maine.gov entered name at signing as Carl Wilson
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 Document e-signed by Carl Wilson (carl.wilson@maine.gov)
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 Agreement completed.
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