

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW

Department Office/Division/Program:		DACF/Maine Forest Service/FPD	
Department Contract Administrator or Grant Coordinator:		Cheri Bellavance	
(If applicable) Department Reference #:			
Estimated Contract or Grant Amount:	\$ 19,223.50	Advantage CT / RQS #:	RQS 01A 20200306000000000998
AMENDMENT	Original Start Date:		New Start Date:
	Original End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
ALL OTHER	Proposed Start Date:	01/01/2020	Proposed End Date: 12/31/2020
Vendor/Provider/Grantee Name, City, State:		City of Old Town	
Brief Description of Goods/Services/Grant:		Annual land lease and hanger charges	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request.

	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 QUESTIONS

Please respond to ALL of the following questions.

1. Provide a more detailed description of the goods, services or grant to supplement the response in Part I.

We have been leasing property in Old town for our Central Regional HQT office staff and aircraft hanger for our aircraft needs.

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PART III: SUPPLEMENTAL QUESTIONS

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

The Forest Protection Division (FPD) as well as other divisions of ACF have been leasing property at the Old Town Airport since the mid-1950s. It is an 11 acre site with multiple buildings for offices, garages, aircraft hangars, and storage facilities. The aircraft hangar is located with frontage on the Penobscot River, which allows us to launch and recover our float planes from our own facility. The storage hangar in question replaced an old pole barn that was falling down. The new building was built specifically for the FPD by the City of Old Town with the agreement that the FPD would pay a monthly lease fee for 15 years and then, though the payments would stop, the building would still be owned by the City of Old Town, but used by the FPD. This agreement is in addition to our original lease and is right next to our main hangar. There is no other location that we could store our aircraft. Putting a storage hangar at any other location would not meet the mission needs of the FPD.

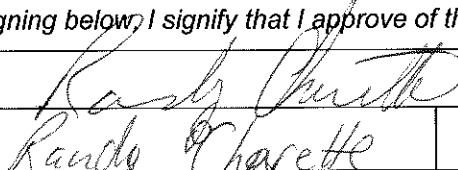
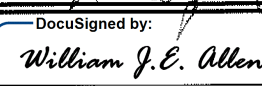
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Rates remain fair with no increase in the rates this year.

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

This storage hangar was built specifically to store FPD aircraft in close proximity to our maintenance hangar. There is no end date when this facility will not meet ACF needs.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
			
Printed Name:	Randy Charette	Date:	3/19/2020
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	William J.E. Allen	Date:	3/20/2020