

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:		DAFS/BGS	
Department Contract Administrator or Grant Coordinator:		Jill Instasi, DAFS Senior Project Manager	
(If applicable) Department Reference #:		18A	
Amount: (Contract/Amendment/Grant)	\$ 11,325.00	Advantage CT / RQS #:	18A 20200323*2593
CONTRACT	Proposed Start Date:	3/30/2020	Proposed End Date: 4/30/2020
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:		Octagon Cleaning and Restoration, Windham, ME	
Brief Description of Goods/Services/Grant:		Cleaning and Sanitizing at Williams Pavilion Building	

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
X	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

We have discovered histoplasma in some dust samples taken on the 2nd and 3rd floor of the Williams Pavilion Building due to bat guano that was discovered above ceiling tiles in some office areas. Based on recommendations from BGS consultant, Air Quality Management Services, the dust must be removed via a detail cleaning before the space can be re-occupied.

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

Octagon Cleaning and Restoration is a well-qualified local company that specialized in this type of remediation work. They are ready and available to do this work right away.

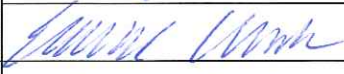
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The cost is within the typical price ranges we see for this type of work based on the square footage of the building.

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

We are working on reducing access for bats to the building based on some exclusion work we are currently pursuing. We are hoping this will help eliminate the need for any future cleanings.

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>Deputy</i>			
Printed Name:	<i>Elaine Clark</i>	Date:	<i>3.25.19</i>
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i>		
Printed Name:	41C2BA36FAF44CD... Kathy Paquette	Date:	3/26/2020