

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 Administrative & Financial Services/Bureau of General Services			
Department Contract Administrator or Grant Coordinator:	Marsha Alexander			
(If applicable) Department Reference #:	Cultural Building Renovation PT3108			
Amount: (Contract/Amendment/Grant)	\$ 8,576	Advantage CT / RQS #:	20210319*0854	
CONTRACT	Proposed Start Date:	03/16/2021	Proposed End Date:	06/30/2021
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:	The Crowley Company, Frederick, MD			
Brief Description of Goods/Services/Grant:	Zeuschel - relocation, calibration, and testing 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.
The Maine State Library owns a large digitization scanning system that needs to be relocated from the Cultural Building, 230 State Street to Cross State Office Building, 111 Sewall Street, 1 st floor, room 107, due to the Cultural Building renovation project. This state-of-the-art scanner, approximate value of \$140,000, requires precise calibration once it is moved from one location to another. The MSL purchased this system through The Crowley Company last year and needs their expertise for the unique move and calibration.

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PART III: SUPPLEMENTAL INFORMATION

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

The Zeuschel Imaging products are headquartered in Tubingen, Germany. The Crowley Company is in the United States and is the exclusive distributor of Zeuschel in North America and the Caribbean. Being the only distributor in the US, these services should be procured through the experts to ensure the equipment is handled according to manufacture recommendations and the calibration is completed to specifications.

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

BGS obtained quotes for the move only, Vallee Configurations \$2,500 and ProMoving \$15,000. Neither of these companies have moved this piece of equipment before and cannot provide the required set-up and calibration necessary for the equipment. The Crowley company has this one-of-a-kind expertise and provided a quote of \$8,576 for the move, packaging, set-up, calibration, and testing.

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

Due to the extremely expensive piece of equipment and one-of-a-kind expertise required for this service, this vendor is the only vendor only able to be procured.

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>3.19.21</i>
Printed Name:	Elaine Clark, Deputy Commissioner	Date:	
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>William J.E. Allen</i>		
	<small>2D5B6E39F57E44A...</small>		
Printed Name:	William J.E. Allen	Date:	3/26/2021

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