

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/Bureau of Real Estate Management	
Department Contract Administrator or Grant Coordinator:		John Blais	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 110,000	Advantage CT / RQS #:	18F 20180619*4018
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	07/01/2018	Effective Date:
	Previous End Date:	09/30/2020	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Sevee & Maher Engineers, Inc, Cumberland, ME	
Brief Description of Goods/Services/Grant:		Professional Services for Operations and Engineering Support at State-owned Dolby Solid Waste Landfill, East Millinocket, ME	

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

Contract dollar amount for FY19/20 is being increased by \$110,000 to cover additional engineering and O/M expenses at the State-owned Dolby Landfill in East Millinocket. Additional expenses included installation/replacement of a new underdrain pump in the leachate lagoon, erosion repairs to landfill cover system, and contingency for increased leachate management costs in the event of high spring leachate volumes.

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

Sevee Maher Engineering (SME) has been under contract with the State to provide operation and maintenance support for the state-owned Dolby Landfill for the past several years, pursuant to RFPs# 201402688 and 201803035, since the State does not have existing resources or expertise to undertake these tasks

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

SME was selected to provide engineering support services for the state-owned Dolby Landfill through a competitive bidding process with issuance of RFP#201402688, and is currently under contract following bid selection with issuance of RFP#201803035. SME hourly expenses for engineering support are competitive with the rates provided similar Maine engineering firms.

Sr Engineer	\$135/hr
Engineer	\$115/hr
Sr Field Engineer	\$110/hr
Field Engineer	\$90/hr
CADD	\$75/hr
Technician	\$75/hr
Clerical	\$47/hr
Subcontractors are cost + 5%	

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

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PART III: SUPPLEMENTAL INFORMATION

SME was selected as the winning bidder thru competitive bid solicitation RFP#201803035, and continues to provide engineering support for Dolby Landfill operations and maintenance activities under contract 20180619*4018. The additional engineering expenses are within the existing contract Rider A Scope of Services

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>DocuSigned by:</small> <i>Elaine Clark</i>		
Printed Name:	<small>2D3B27019FF1432...</small> Elaine Clark	Date:	3/26/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
Printed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	4/17/2020