

## 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:		DFE/DVEM	
Department Contract Administrator or Grant Coordinator:		Randy Bean	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	NTE \$35,000	Advantage CT / RQS #:	15A 20200416*2875
CONTRACT	Proposed Start Date:	<b>4/14/2020</b>	Proposed End Date: 10/31/2020
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:		Roof Systems of Maine 332 Target Industrial Circle Bangor, Maine 04401 Phone: (207)947-0195	
Brief Description of Goods/Services/Grant:		Commercial roofing installation and repair	

### 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
<b>X</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
<b>X</b>	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

During the night of April 13-14, 2020, a high wind and rain event created uplift which separated a section of the adhered roof membrane from attachment points and several roof drains at the Army Aviation Support Facility in Bangor. This resulted in a large amount of water infiltration, and a section of roof that required immediate repair to prevent further damage to the roof and interior of the building.

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

A local Bangor contractor, *Roof Systems of Maine*, was called and met on site with Director of Facilities Engineering on April 14, 2020 to determine the appropriate repair. This firm was selected because they were local; experienced with commercial roofing; and, were the subcontractor that originally installed that section of roof.

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

The price was reviewed and determined to be fair and reasonable based on the scope of repairs and requirement for immediate mobilization to complete these repairs.

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

Normal procedures are to follow the RFP process and State Purchasing guidelines. This was an exception to provide for emergency repairs to the roof to minimize further damage and cost to the Department.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	By signing below, I signify that I approve of this procurement request.		
	<i>Douglas A. Farnham</i>		
	<small>0703DDE3CB5648C</small>		
<b>Printed Name:</b>	Maj Gen Douglas A. Farnham	<b>Date:</b>	16 April 2020
<b>Signature of DAFS Procurement Official:</b>	By signing below, I signify that I approve of this procurement request.		
	<i>Sue H. Garcia</i>		
	<small>E5DB92AC0F8D490...</small>		
<b>Printed Name:</b>	Sue H. Garcia	<b>Date:</b>	4/21/2020