

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 #:		Div. of Planning, Design & Construction - PT 3257			
Amount: (Contract/Amendment/Grant)		\$11,025.22	Advantage CT / RQS #:		RQS#20210330*0907
CONTRACT	Proposed Start Date:	03/09/2021	Proposed End Date:	05/31/2021	
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:		DACs, Inc., Portsmouth, VA			
Brief Description of Goods/Services/Grant:		Punch Deck 101 and Punch Deck Plus			

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
X	E. Emergency		K. Client Choice
	F. University Cooperative Project	X	L. Other Authorization – Informal quotes

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.

During a Division of Planning, Design & Construction Sprinkler System installation project at 10 Water Street, Hallowell, Maine, it was discovered by the contractor and codes officer that the decking used by the Maine State Museum in the collections storage area does not meet fire code. The sprinkler installation project is on a set time frame which requires the decking to be changed out immediately as the building cannot receive its occupancy certificate without the decking changed to meet code.

Pro Moving Services has been procured for the move/removal of the collections and Maine Fire Pros is under

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PART III: SUPPLEMENTAL INFORMATION

contract for the sprinkler project. It is essential to have the decking for the Maine State Museum area as soon as possible for the project to be completed. The coordinated effort will be to move portions of the collections, install new sprinkler pipes/heads, replaced old with new decking, move collections back and then continue through the area with this process.

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

The Maine State Museum's storage unit contains one of a kind historical collection that require a specialized decking to support the unique point loads of many pieces in the collections. The collections contain furniture with legs, bicycle tires, cloth, and other objects that cannot stand or lay on just any type of surface. Punch Deck 101 & Plus is a gage system that meets fire protection but provides a secure support platform to ensure that collections are level, do not fall through the decking holes, and are not damaged. DACS, Inc. is a manufacturer of this steel decking and can provide the product within the required project timeline. DACS, Inc. is also the lowest quote provided to the MSM.

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

The Maine State Museum, Natalie Liberace – Collections Manager, carefully researched the specialized decking that was required to ensure that it would support the collections specific needs (point loads), meet fire code, and fits the agency's current racking system. Natalie received two quotes for this specialized decking; DACS, Inc., \$11,025.22 and Rack Safety Products, \$17,031.88. DACS, Inc. was the lowest cost with a turn around time of 2-3 weeks, meeting the project requirements.

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

Unfortunately, this project was not anticipated and was only discovered when BGS attempted to move employees into the main office area and then the non code approved storage system decking was discovered during a project walk-through.



If the sprinkler system project did not have the fire safety element, under a tight contract time frame, and the project did not impact other project timelines, the RQS process would have been utilized and followed according to guidelines and allotted time frames.

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PART III: SUPPLEMENTAL INFORMATION

DACS, Inc. quote \$11,025.22

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>		
	 3.30.2021		
Printed Name:	Elaine Clark	Date:	03/30/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>2D5B6E39F57E44A...</small> William J.E. Allen	Date:	4/1/2021

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