

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:		DACF – Maine Forest Service – Forest Health & Monitoring			
Department Contract Administrator or Grant Coordinator:		Allison M. Kanoti, State Entomologist			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 7,000.00	Advantage CT / RQS #:	01A20181017*1378		
CONTRACT	Proposed Start Date:	12/01/2018	Proposed End Date:	06/30/2022	
AMENDMENT	Original Start Date:	12/01/2018	Effective Date:		
	Previous End Date:	04/30/2021	New End Date:	06/30/2022	
GRANT	Project Start Date:		Grant Start Date:		
	Project End Date:		Grant End Date:		
Vendor/Provider/Grantee Name, City, State:		One Call Maintenance, PO Box 4702, Augusta, ME 04330			
Brief Description of Goods/Services/Grant:		Snowplowing, sanding, mowing of lawns, weeding at 50 Hospital St. Augusta			

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
X	B. Amendment		H. State Statute/Agency Directed
	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.**

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

One Call Maintenance provides plowing, shoveling, sanding, mowing, weed whacking and minor repairs to the property at 50 Hospital St., Augusta, ME
Adding funds and additional time will provide coverage for another year of these necessary services.

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

One Call Maintenance was the only bidder that responded to our requests at last bid.

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

In 2020 we experience a number of storms with freezing conditions requiring additional maintenance. The anticipated expenses will be similar to previous years to carry out the needs to maintain the property.

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

Due to COVID-19 requirements, staff have extra workloads and not much time to develop new contracts. Only one vendor had provided a bid last time. In January or February of 2022 another competitive bid will go out for the 50 Hospital Street location

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>		
	DocuSigned by: <i>Amanda E. Beal</i>		
Printed Name:	Amanda E. Beal	Date:	4/16/2021
Signature of DAFS Procurement Official:	DocuSigned by: <i>Debbie Jacques</i>		
	1DFA565D481F42E... Debbie Jacques		
Printed Name:	Debbie Jacques	Date:	4/20/2021

State of Maine Procurement Justification Form