



PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW
Table with 5 columns and 10 rows containing procurement details such as Department Office/Division/Program, Amount (\$6,650.00), Proposed Start Date (4/15/2024), and Vendor/Provider/Grantee Name (Cote Crane & Rigging).

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns and 7 rows listing justification options A through L, with checkboxes for C, E, and I.

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The Department is in the process of refurbishing the Maine State Aquarium (MSA) in time for a Summer 2024 opening. Staffing changes and shortages withing DMR require the services described in the accompanying contract to be contracted out. Without the required repairs, the Department will not be able to open to the public in a safe and informative manner. The MSA was closed in 2020 because of the COVID 19 pandemic. Attempts to reopen in 2022 and 2023 were made, and several significant issues impacting visitor safety, animal health and wellbeing, and facility integrity were identified. The MSA serves as a regional draw for Lincoln County and the Boothbay Harbor Region, with 30,000 visitors prior to the pandemic.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Cote Crane has provided rigging services previously for DMR and the Boothbay Lab. They are familiar with the facility and the limited access and onsite parking, turn around for large vehicles, etc. Vendor will bring all needed equipment to unload and install thousands of pounds of items (large forklift, dollies, etc.). Cote Crane has installed similar tanks and stands for the Children's Museum and so has unique expertise in transporting, loading and installing delicate items with heavy machinery.

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

The negotiated budget with vendor is fair and reasonable given the scope and timing of the project. The Vendor will receive and store large, heavy items so they can be shipped in time to ensure a June 2024 opening. Vendor will coordinate shipping and receiving on their end on behalf of the Maine State Aquarium. This is a unique service the vendor is supplying. Vendor is local, thereby reducing costs for site visits, travel time, etc. Vendor will assist in set up and service of the system once on site.

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

Once these items are delivered and installed at the Maine State Aquarium in a short time period, there will not be the need for these services again.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 <u>Meredith Mendelson (Apr 11, 2024 11:36 EDT)</u>		
Typed Name:	Meredith Mendelson, Deputy Commissioner of DMR	Date:	4/11/24
Signature of DAFS Procurement Official:	DocuSigned by:  41C2BA36FAF44CD...		
Typed Name:	kathy Paquette	Date:	4/23/2024

PJF- CT 13A 20240411-2815

Final Audit Report

2024-04-11

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