

State of Maine Waiver of Competitive Bidding Request Form

Form Instructions: Please provide the requested information in the white boxes below. This form is to precede all contract requests that are not the direct result of a competitive bid process.

Jan 1 36K

Requesting Department's Contract Administrator:	John Blais	Office/Division/Program of Contract Administrator:	Department of Administrative and Financial Services
Est. Contract Amount:	\$ 299,105.00	Contract or RQS Number:	2017051100000003494
Proposed Start Date:	5/11/2017	Proposed End Date:	6/30/2019
Vendor/Provider Name, City, State	Pro Moving Service Waterville, ME		
Short Description of Good or Service:	Moving services		
Please note, for transparency purposes, Waivers of Competitive Bidding will be publicly posted. Public postings are placed on the Division of Procurement Services website for a period of seven consecutive calendar days.		To be completed by the Division of Procurement Services	
		Posting dates on Division of Procurement Services website: From: ___ 5/18/2019 To: ___ 5/24/2019 ___	
Notice of Intent to Waive Competitive Bidding Number:		NOI# 0520190666	
1. Statutory Justification			
State of Maine statute (5 M.R.S. §1825-B(2)) allows waivers of competitive bidding only for the specific reasons listed below. Please mark the appropriate box (X) next to the justification which applies to this specific request.			
<input type="checkbox"/>	A. The procurement of goods or services by the State for county commissioners pursuant to Title 30-A, section 124, involves the expenditure of \$2,500 or less, and the interests of the State would best be served;		
<input type="checkbox"/>	B. The Director of the Bureau of General Services is authorized by the Governor, or the Governor's designee, to make purchases without competitive bidding because, in the opinion of the Governor or the Governor's designee, an emergency exists that requires the immediate procurement of goods or services;		
	<i>If citing the above justification for this Waiver of Competitive Bidding request, please have the requesting Department's Commissioner or Chief Executive (as the Governor's "designee") sign and date on the right.</i>	<i>By signing below, I signify as the Governor's designee there is an emergency that necessitates this non-competitive procurement.</i>	
		Signature:	
		Printed Name:	Date:
<input checked="" type="checkbox"/>	C. After reasonable investigation by the Director of the Bureau of General Services, it appears that any required unit or item of supply, or brand of that unit or item, is procurable by the State from only one source;		
<input type="checkbox"/>	D. It appears to be in the best interest of the State to negotiate for the procurement of petroleum products;		
<input type="checkbox"/>	E. The purchase is part of a cooperative project between the State and the University of Maine System, the Maine Community College System, the Maine Maritime Academy, or a private, nonprofit, regionally accredited institution of higher education with a main campus in this State involving: (1) An activity assisting a state agency and enhancing the ability of the university system, community college system, Maine Maritime Academy, or a private, nonprofit, regionally accredited institution of higher education with a main campus in this State to fulfill its mission of teaching, research, and public service; (2) A sharing of project responsibilities and, when appropriate, costs;		
	<i>If citing the above justification for this sole source request, please note that the specific approval of the Governor's Office is required, in accordance with Executive Order 26 FY 11/12, "An Order to Enhance Competitive Bidding". The approval must be documented on DAFS/BGS/Division of Procurement Services "GOVCOOP" form, found here: http://www.maine.gov/purchases/info/forms/govcoop.doc.</i>		
<input type="checkbox"/>	F. The procurement of goods or services involves expenditures of \$10,000 or less, in which case the Director of the Bureau of General Services may accept oral proposals or bids;		
<input type="checkbox"/>	G. The procurement of goods or services involves expenditures of \$10,000 or less, and procurement from a single source is the most economical, effective and appropriate means of fulfilling a demonstrated need.		
<input type="checkbox"/>	If a different authorization specifically allows for this non-		

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competitive procurement, please provide that reference here:

Please note that the following four points below (#2 through 5) all require a response.

2. Description of Specific Need

Please identify, and fully describe, the specific problem, requirement, or need the resulting non- competitive contract would address and which makes the goods or services necessary. Explain how the requesting Department determined that the goods or services are critical and/or essential to agency responsibilities or operations.

They provided refurbished furniture that could not be bid out competitively. Most of the additional cost came about from adding in three new tenants from the original bid. They include DOE Child Nutrition, DOE UT and Maine Natural Areas Program.

In addition, the added labor cost was built into the contract. The awarded amount was for limited time. The contract had provision language to add labor and material cost. See Section 6 for contract language.

3. Availability of other Public Resources

Please explain how the requesting Department concluded that sufficient staffing, resources, or expertise is not available within the State of Maine's government, or other governmental entities (local, other state, or federal agencies) external to the requesting Department, which would be able to address the identified need more efficiently and effectively than the identified vendor.

The furniture and moving service is not available through current staffing or resources. Oversight is provided by State employees, but not labor and materials.

4. Cost

Since a waiver of competitive bidding is being requested for this procurement, please explain how the requesting Department concluded the negotiated costs, fees, or rates are **fair and reasonable**.

We asked for cost upfront for the additional work and measured that cost to other recent projects, the MA agreement and current CT.

5. Future Competition

Please describe potential opportunities which may be available to foster competition for these goods or services in the future.

We will foster a more competitive spirit by including the whole scope and service for this project. Avoidance in changes in midstream will be avoided at the greatest extent possible.

Please note that only one of the two points below ("Uniqueness" or "Timeframe") requires a response. Requesting Departments are not required to respond to both points.

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6. Uniqueness

Please explain if the goods or services required are unique to a specific vendor. Describe the unique qualifications, abilities, and/or expertise of the vendor and how those particular unique factors address the specific need identified above. If the vendor has unique equipment, facilities, or proprietary data, also explain the necessity of these particular unique assets.

There really is only two vendors that could have provided this work, but the uniqueness of this project was that they were using their own custom fabricated furniture and they had completed most of prior work and are on site to complete the work to most competitive cost to the State of Maine.

Total Agreement Amount: \$ 262,170.00*

*Price is good for 180 days, starting May 2nd, 2017. When purchase is required after 180 days, a price increase/decrease validation must be provided to the State of Maine for each product from all manufacturers and suppliers. The validation must include bid and current pricing.

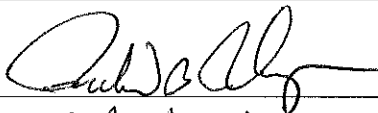
7. Timeframe (Complete only if B. is the Statutory Justification marked on Page 1)

Please explain if time is of the essence and an emergency exists which requires the immediate procurement of goods or services. Describe the nature of this emergency, provide the date by which the goods or services must be delivered, and explain how that date was determined and its significance (i.e. impact if delayed beyond this date). Also, provide information as to how it was determined this vendor is the best option to address this time-sensitive procurement.

The work was needed to be completed because the move had occurred and request had come-in while moving was on going.

Signature of requesting Department's Commissioner or Chief Executive (or designee within the Commissioner's Office):

By signing below, I signify that my Department requests, and I approve of, this Waiver of Competitive Bidding.



Printed Name:

Richard B Thompson

Date:

5/16/19



AMENDMENT

DATE: 4/23/2019

ADVANTAGE CONTRACT #: 20170151*3494

DEPARTMENT AGREEMENT #: N/A

AMENDMENT AMOUNT: \$ 36,935

This Amendment, is between the following Department of the State of Maine and Provider:

State of Maine DEPARTMENT

DEPARTMENT: DAFS/Bureau of Real Estate Management

Address: 77 SHS, COB 4th Floor

City: Augusta

State: ME

Zip Code: 04333

PROVIDER

PROVIDER: Pro Moving Service

Address: PO Box 1649

City: Waterville

State: Maine

Zip Code: 04903

Provider's Vendor Customer #: VC100073861

Each signatory below represents that the person has the requisite authority to enter into this Contract Amendment. The parties sign and cause this Contract Amendment to be executed.

Department of Administrative and
Financial Services, Bureau of Real Estate
Management

State of Maine Department

DocuSigned by: *Gilbert M. Bilodeau* 4/23/2019

Signature of Authorized Representative Date

Gilbert M. Bilodeau, Chief Facilities Officer

Pro Moving Service

Provider

DocuSigned by: *Peter Carey* 4/23/2019

Signature of Authorized Representative Date

Peter Carey, Owner

Amendment rev. April 2019

Upon final approval by the Division of Procurement Services, a case details page will be made part of this contract.

AMENDMENT

The contract is hereby amended as follows: (Check and complete all that apply)

<input type="checkbox"/>	Amended Period:	Original Start Date: New Start Date (if applicable): Reason:	Original End Date: New End Date (if applicable):
<input checked="" type="checkbox"/>	Amended Contract Amount:	Amount of Adjustment: \$ 36,935.00 Reason: Additional Request by new tenants (DOE) Changed designed from when project was bid with additional request from ACF	New Contract Amount: \$ \$299,105.00
<input type="checkbox"/>	Amended Scope of Work:	The Scope of work in Rider A is amendment as follows: See additional scope attached to include increase in labor cost per contract and materials-CO#2 CO#1-time only extended	
<input type="checkbox"/>	Other:	Reason:	

All other terms and conditions of the original contract and subsequent contract amounts remain in full force and effect.

CODING

LINE TOTAL	FUND	DEPT	UNIT	SUB UNIT	OBJ	PROGRAM	PROGRAM PERIOD	BOND FUNDING	FISCAL YEAR
\$ 36935	010	18A	0057		4711				2019

LINE TOTAL	FUND	DEPT	UNIT	SUB UNIT	OBJ	PROGRAM	PROGRAM PERIOD	BOND FUNDING	FISCAL YEAR
\$									

(Departments - Attach separate sheet as needed for additional coding.)

Extra @ Deering
 Requested by Agency & Approved by Brem

JAB
 4-23-19

Room #	Part	Cost \$
128	67x24 panel	\$91
128	67" drawrod	\$15
128	FF pedestal filing cabinet	\$225
126	39" 3-way connector	\$50
126	48" flipper door	\$125
126	48" light	\$50
126	39x24 panel	\$85
126	39" 2-way connector	\$50
126	39x48 panel	\$129
126	39x36	\$100
126	39" Finished end kit + cap	\$18
126	Fabric	\$45
126	2 mover for 4 hours to make all changes for DOE	\$400
213/215	53x48 panels (8)	\$1,040
213/215	53x24 panels (4)	\$356
213/215	53" 2-way connectors (2)	\$100
213/215	53" drawrods (4)	\$60
213/215	53" finished end kit (4)	\$72
213/215	Fabric	\$270
213/215	2 movers for 5 hours	\$500
218-D	3 ft cherry table	\$200
218-D	48" gitana desk return	\$105
218-D	2 movers for 2 hours	\$200
229	2 movers for 2 hours	\$200
229	8ft work surface (2)	\$183
229-A	Shelf for printer	\$75
225	2 movers for 4 hours- modify tops	\$400
225	Modified breakroom tables- replace x-bases	\$348
215-A/B	2 movers for 3 hours	\$300
215-A/B	Walltracks (10)	\$400
201	24x48 surface	\$91
201	24x60	\$117
329	53x48 panel	\$130
329	67x48 panels (2)	\$260
329	67x36 panel	\$108
329	67x24 panel	\$89
329	53" 2-way connector	\$50
329	2 movers for 4 hours	\$400
311	36" table	\$200
311	48" gitana return	\$105
311	42" epoxy top (including shipping)	\$1,000
311	67" transaclon top	\$117
311	Hardware	\$15
311	2 movers for 4 hours	\$400
300	48" transaclon top	\$91
300	Hardware	\$15
300	2 movers for 1 hour	\$100
318	60" shelves (2)	\$180

318	2 movers for 2 hours	\$200
329	2 movers for 3 hours	\$300
329	42" 2-drawer lateral filing cabinets (2)	\$870
329	36" 2-drawer lateral filing cabinet	\$341.45
329	48" flipper doors (2)	\$280
329	48" shelf	\$50
318	2 movers for 2.5 hours	\$250
318	39x48 panel	\$129
318	39" 2-way connector	\$50
318	26" change of height	\$18
318	39" drawrod	\$19
316	2 movers for 2 hours	\$200
316	FF pedestal filing cabinets (4)	\$1,040
316-A	3ft cherry table	\$200
316-A	Chairs (4)	\$460
300	2 movers for 3 hours	\$300
300	Wall starter- includes panel from inventory in building	\$20
300	Hardware	\$15
300	BBF filing cabinets (4)	\$1,020
300	FF filing cabinets (4)	\$1,020
300-A	5-drawer lateral filing cabinet	\$969 + shipping
Upcharge	Balance after \$29,250 payment, due to labor cost increase (quoted at \$40/hr, increased to \$50/hr)	\$7,312.50
Upcharge	Labor cost increase for refurbishing (\$10 x 598 panels)	\$5,980
Upcharge	Increase in labor cost for installation (quoted \$40/hr, increased to \$50/hr)	\$7,200
		\$36,935

07/18/05 1421
 PR05 057

Certificate Of Completion

Envelope Id: C43F070C02544D938591CDECD7E23DE3

Status: Completed

Subject: Please DocuSign: Amendment #2 .pdf

Lease #:

Project Number:

Contract Number:

RFP Number:

Source Envelope:

Document Pages: 4

Signatures: 2

Envelope Originator:

Certificate Pages: 2

Initials: 0

John A. Blais

AutoNav: Enabled

77 State House Station

Envelopeld Stamping: Enabled

111 Sewall Street

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Augusta, ME 04333

john.a.blais@maine.gov

IP Address: 198.182.163.102

Record Tracking

Status: Original

Holder: John A. Blais

Location: DocuSign

4/23/2019 11:40:29 AM

john.a.blais@maine.gov

Signer Events

Peter Carey

promovingmaine@aol.com

Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 11F954C6F7C748A...

Signature Adoption: Pre-selected Style

Using IP Address: 97.73.96.220

Timestamp

Sent: 4/23/2019 11:44:38 AM

Viewed: 4/23/2019 1:19:26 PM

Signed: 4/23/2019 1:32:31 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Gilbert M. Bilodeau

gilbert.m.bilodeau@maine.gov

Chief Facilities Officer

Bureau of Real Estate Management

Security Level: Email, Account Authentication (None)

DocuSigned by:

 7618918B9AC0416...

Signature Adoption: Uploaded Signature Image

Using IP Address: 198.182.163.102

Sent: 4/23/2019 1:32:33 PM

Viewed: 4/23/2019 1:58:13 PM

Signed: 4/23/2019 2:00:28 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Carbon Copy Events

Linda Stohs
Linda.Stohs@maine.gov
Office Specialist I
Bureau of General Services
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Status

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Sent: 4/23/2019 2:00:29 PM
Viewed: 4/24/2019 9:31:48 AM

Notary Events**Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent	Hashed/Encrypted	4/23/2019 2:00:29 PM
Certified Delivered	Security Checked	4/23/2019 2:00:29 PM
Signing Complete	Security Checked	4/23/2019 2:00:29 PM
Completed	Security Checked	4/23/2019 2:00:29 PM

Payment Events**Status****Timestamps**