

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 and Financial Services, Bureau of General Services, Property Management Division		
Department Contract Administrator or Grant Coordinator:		Valerie Russell		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)	\$5,814.96	Advantage CT / RQS #:	18A 20200518000000003347	
CONTRACT	Proposed Start Date:	07/01/2020	Proposed End Date:	06/30/2021
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:		Planet Wastewater Services Richmond, Maine 04357		
Brief Description of Goods/Services/Grant:		2020 Wastewater Treatment Services @ MCJA Facility		

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
	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

This contract provides monthly operational and maintenance related services for the Bioclere wastewater treatment system located at the Maine Criminal Justice Academy. The system supports four buildings housing 80 cadets and support staff. The system requires monthly monitoring and testing to ensure optimal performance.

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

Planet Wastewater's staff has completed the system's manufacturer's training and was involved in the design of the system. This provides the company the unique and specialized experience needed to operate and maintain this system.

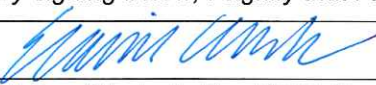
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

This service was put out to quote several years ago. Planet Wastewater was the only responder who has the required manufacturer's training. The price has been held for the past several years.

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

If the contractor cannot maintain current pricing and other qualified vendors are available, we'll put the service out to quote.

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>		
			<i>5.22.20</i>
Printed Name:	Elaine Clark, Acting BGS Director and Deputy Commissioner	Date:	
Signature of DAFS Procurement Official:	DocuSigned by: <i>Sue H. Garcia</i>		
	Printed Name:	Sue H. Garcia	Date: 5/28/2020