

## 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/Maine Revenue Services	
Department Contract Administrator or Grant Coordinator:		Contact - Lyndon Hamm, Deputy Security Officer	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,475.23	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	Proposed End Date:	
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:		Johnson & Jordan, Inc. 18 Mussey Road Scarborough, ME 04074	
Brief Description of Goods/Services/Grant:		Installation and repair of security cameras	

### 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
<b>X</b>	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

Building Control (BC) manages the camera and badge access systems located for Maine Revenue Services (MRS). MRS Operations Security contacted BC regarding two security cameras that were not working, and to request the installation of two additional exterior security cameras for better coverage.

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

BC selected Johnson & Johnson, Inc. and scheduled the vendor to replace 2 pan-tilt-zoom (PTZ) security cameras and add 2 new fixed exterior security cameras at 51 Commerce Drive.

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

BC reviewed pricing and it was at or below market price.

The invoice total (\$9,475.23) includes:

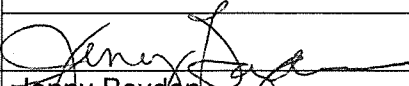
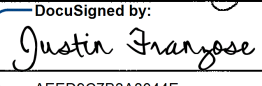
- 16 hours labor at \$55.00/hr - \$880.
- Lift rental and misc materials - \$1,745.23
- Cameras and mounting brackets - \$6,850.

BC received the invoice and had no contract or method to pay the invoice. BC passed the invoice to MRS and requested MRS pay the invoice. MRS does not have a contract with the vendor selected by BC. This will pay for services already rendered.

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

MRS will request BC to provide the method of expected payment information prior to scheduling work and follow state procurement process for any future maintenance, repairs, installation that must be made on cameras or access systems for MRS.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Jenny Boyden Associate Commissioner	<b>Date:</b>	04/01/2021
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: 		
<b>Printed Name:</b>	AEED9C7B3A8044E... Justin Franzose	<b>Date:</b>	5/6/2021