

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:	Inland Fisheries and Wildlife/Engineering Division			
Department Contract Administrator or Grant Coordinator:	Richard Parker, Director of Engineering			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 9,625.00	Advantage CT / RQS #:	20210524*3370	
CONTRACT	Proposed Start Date:	06/01/2021	Proposed End Date:	08/30/2021
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:	Double T Fence, 222 Waterford Road, Norway ME 04268			
Brief Description of Goods/Services/Grant:	Installation of one Barrier Arm Gate with operator			

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.
<p>The Department is in need of a gate installed for security on Warden Drive at our Gray Property. This entrance is used by volunteers and deliveries at the Maine Wildlife Park as well as Staff at the IF&W Sebago Lake Regional Headquarters. Barrier Arm Gate design was chosen due to the durability and speed the gate offers for an entrance that sees very heavy use and is programable to open automatically between normal business hours but require a pin code to access after-hours.</p>

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PART III: SUPPLEMENTAL INFORMATION

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

We have been searching for vendors for 2 years who install and service this type of gate system and are willing to travel to this region for a single gate project with no success. In bidding a separate fence project we were referred to Double T Fence and after conversation learned they also service and install the Barrier Arm Gate we are interested in. Double T Fence has offered a proposal for the project and we would like to proceed with a contract for the service.

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

We have been unable to find another vendor who will travel to this region to install and service a single Barrier Arm Gate. Double T Fence offered a proposal on the project, research was done online to compare costs of similar projects and find the proposal to not be excessive to pricing found online.

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

Ideally, we prefer to always solicit a minimum of 3 proposals for a project such as this. In this instant we simply were not able to find other vendors interested in offering a proposal for this project.

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>		
	<small>DocuSigned by:</small> <i>Timothy Peabody</i> <small>08275703AA74436...</small>		
Printed Name:	Timothy Peabody	Date:	5/24/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Debbie Jacques</i> <small>1DEA565D481E42E</small>		
	Printed Name:	Debbie Jacques	Date: