



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

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			
Department Office/Division/Program:		Secretary of State, Bureau of Motor Vehicles	
Department Contract Administrator or Grant Coordinator:		Marc Theberge	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 17,875.00	Advantage CT / RQS #:	29B 2023051100000001390
CONTRACT	Proposed Start Date:	3/2/2023	Proposed End Date: 6/31/23
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:		Octagon Cleaning and Restoration, Windham, Maine 04082	
Brief Description of Goods/Services/Grant:		To remove contaminated ceiling insulation, ceiling tiles and to cut-out area of the wall after water infiltration due to broken roof drain at the Scarborough BMV branch. This is a CONFIRMING RQS .	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

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.

To remediate/remove/sanitize contaminated ceiling insulation, ceiling tiles, and to cut-out wall area due to a flood through a broken roof drain at the Scarborough BMV branch back in February 2023. The scope of the area is attached.

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

The contractor chosen has worked for BMV in the past in several locations during the pandemic. The contractor is fast, reliable and accommodates short notices in the case of an emergency request such as this.

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

The contractor moved his schedule around for BMV so that the work could be done in the emergency time frame needed. Since the work is of emergency status and due to BMV's experience with Octagon as well as the recommendation from Nick Ferrala of BGS environmental services the cost was found to be reasonable.

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

Under normal circumstances BMV would request quotes from several contractors for this type of work but due to the need to reopen the BMV branch quickly and service customers, time was of the essence.

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):

David Lachance

Typed Name: David Lachance

Date: 5/24/2023

Signature of DAFS
Procurement Official:

DocuSigned by:

William J.E. Allen

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Typed Name:	William J.E. Allen	Date:	5/26/2023
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NOI 0520230511 05/30/2023 - 06/05/2023