

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:		Military Bureau / Directorate of Facilities Engineering			
Department Contract Administrator or Grant Coordinator:		Randy Bean			
(If applicable) Department Reference #:		20 - 053			
Amount: (Contract/Amendment/Grant)		\$ 17,175.00		Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	24 June 2020	Proposed End Date:	25 August 2020	
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:		Mechanical Services, Inc. 40 Gabriel Drive Augusta, ME 04330 Phone: (207)626-0822			
Brief Description of Goods/Services/Grant:		Labor and materials required to repair existing Trane 40 Ton AC Unit			

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 repair is for essential operation of MEARNG Facility #7 Camp Keyes climate control system. The current system has partially failed. Two of the four compressors in the AHU that services the Annex of BLDG 7 have failed. The system is currently operating on the remaining two compressors and appears to be providing the cooling necessary for the facility at this time. It is uncertain how long the remaining two operational compressors will continue to function and if they do fail, we will NOT have any backup.

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

The selected contractor is an authorized Trane repair facility, they are local, available and able to obtain the parts with a reasonable lead time.

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

Two of the three contractors requested to evaluate the repair were not available to provide the service in a timely manner

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

This repair will restore the system to capacity, allowing ample time for the necessary study and design to facilitate a repair project to be bid by established state procedures with Building General Services

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>Scott Young</i> <small>DocuSigned by: 8EB0934F194048D...</small>		
Printed Name:	Scott A. Young	Date:	12 June 2020
Signature of DAFS Procurement Official:	<i>Sue H. Garcia</i> <small>DocuSigned by: E5DB92AC0F8D490...</small>		
	Sue H. Garcia	Date:	6/17/2020