

## 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:	Marine Resources/Bureau of Marine Science			
Department Contract Administrator or Grant Coordinator:	Kimberly Parker, Lauren Brown			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 7124.80	Advantage CT / RQS #:	CT-13A-2020061200000003893	
<b>CONTRACT</b>	Proposed Start Date:	<b>July 1, 2020</b>	Proposed End Date:	<b>June 30, 2021</b>
<b>AMENDMENT</b>	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
<b>GRANT</b>	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Giles Rubbish Boothbay, ME 04537			
Brief Description of Goods/Services/Grant:	Rubbish removal from the Boothbay Harbor 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
<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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>

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## PART III: SUPPLEMENTAL INFORMATION

Rubbish removal is essential to day-to-day operations at the DMR Boothbay Facility.

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

Giles Rubbish is the only vendor in the area with the capabilities that we need to keep our facilities maintained.

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

Price from last year raised 3% to account for economic adjustments to the vendor's prices as a whole.

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

At this time, Giles Rubbish is the only option for refuse services. Should another company become available, the DMR will obtain quotes from each business.

## PART IV: APPROVALS

**Signature of requesting  
Department's Commissioner  
(or designee):**

*By signing below, I signify that I approve of this procurement request.*

*M. Mendelson*

**Printed Name:**

M. Mendelson

**Date:**

6-11-20

**Signature of DAFS  
Procurement Official:**

DocuSigned by:

*Sue H. Garcia*

**Printed Name:**

E5DB92AC0F8D490...  
Sue H. Garcia

**Date:**

6/24/2020