

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 Defense, Veterans & Emergency Management			
Department Contract Administrator or Grant Coordinator:		David Richmond, Director			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 6,971.90	Advantage CT / RQS #:	RQS 15A 20210520*1087		
CONTRACT	Proposed Start Date:	5/1/2021	Proposed End Date:	6/1/2021	
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:		Target Specialty Products, Portland, ME			
Brief Description of Goods/Services/Grant:		Pesticides			

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.

The Bureau of Veterans' Services has a duty to maintain immaculate grounds at our veterans' cemeteries. This year, it was crucial to procure a large quantity of a specific type of pesticide / herbicide to have our grounds ready for Memorial Day, 5/28/2021. Pesticides must be applied weeks prior to that date.

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PART III: SUPPLEMENTAL INFORMATION

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

The Bureau sought quotes for the particular pesticides required and was unable to locate any other vendor who provided comparable materials. Target Specialty Products was the only vendor who supplied this type of pesticide and the only vendor who could provide the large quantity needed of any pesticide promptly; without an excessive wait time that would prevent us from being ready for Memorial Day.

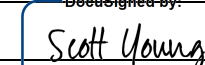
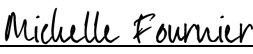
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

This is the only vendor who could provide these materials. The cost is in line with industry standards and amounts the Bureau has paid in the past.

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

The Bureau is seeking future competition. The Bureau is currently working with the State's Procurement Services to seek a Master Agreement to be utilized for all future pesticide purchases.

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> 		
Printed Name:	Scott Young, Deputy Commissioner	Date:	20 May 2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	Michelle Fournier	Date:	6/4/2021