

## 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:		DAFS/Bureau of General Services	
Department Contract Administrator or Grant Coordinator:		Jill Instasi, BGS Senior Project Manager	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$136,880	Advantage CT / RQS #:	18A 20200206*2232
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	3/11/2021	Effective Date:
	Previous End Date:	7/31/2021	New End Date:
GRANT	Project Start Date:	NA	Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Kleinfelder, Augusta, ME	
Brief Description of Goods/Services/Grant:		Clerk of the Works Services i.e. construction oversight and management	

### 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>X</b>	B. Amendment		H. State Statute/Agency Directed
	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

Kleinfelder is providing Construction Clerk of the Works Services for the Greenlaw Renovation Project. Due to the construction schedule going beyond the anticipated originally completion date by 4 months the Clerk is needed for a longer period of time.

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

Kleinfelder employs construction testing and inspection personnel who are licensed qualified professionals. Kleinfelder is also listed on our Pre-Qualified Vendor List.

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

The original award was competitively bid, and their costs are in-line with other compatible firms.

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

This contract was competitively bid.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small> <i>Dick Thompson</i>		
<b>Printed Name:</b>	<small>F10B257DB19B4AC...</small> Dick Thompson	<b>Date:</b>	6/15/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
<b>Printed Name:</b>	<small>066BBD06EE5347F...</small> Michelle Fournier	<b>Date:</b>	6/17/2021

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