

## 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:		Maine Dept. of Inland Fisheries & Wildlife – Information & Education			
Department Contract Administrator or Grant Coordinator:		Emily MacCabe			
(If applicable) Department Reference #:		RQS-09A-20220603000000001416			
Amount: (Contract/Amendment/Grant)	\$ 10,156.77	Advantage CT / RQS #:	DO-09A- <del>20220416000000000000</del> 20		
CONTRACT	Proposed Start Date:	4/8/2022	Proposed End Date:	4/8/2022	
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:		Hammond Lumber Co., Auburn, Maine			
Brief Description of Goods/Services/Grant:		Lumber and other supplies for urgent project at Maine Wildlife Park			

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before 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 type="checkbox"/> C. Single Source/Unique Vendor	<input type="checkbox"/> I. Federal Agency Directed
<input type="checkbox"/> D. Proprietary/Copyright/Patents	<input checked="" type="checkbox"/> J. Willing and Qualified
<input type="checkbox"/> E. Emergency	<input type="checkbox"/> K. Client Choice
<input type="checkbox"/> F. University Cooperative Project	<input type="checkbox"/> 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.**

Maine Wildlife Park has the urgent need to replace decking at the visitor center. The timeline to complete the project is slim between snow melt and opening day on April 15, 2022. A contractor is donating time and labor to complete the project with the provided materials.

# State of Maine Procurement Justification Form

## PART III: SUPPLEMENTAL INFORMATION

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

Hammond Lumber has the required materials (AZEK PVC decking) in stock and the ability/availability to deliver to Maine Wildlife Park immediately.

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

Maine Wildlife Park operates from dedicated revenues which are generated at the facility through the collection of fees from visitors. No general funds are used. A quote for the required materials was obtained and was the standard cost for AZEK decking.

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

Quotes will be obtained from vendors who have the materials available to be delivered within the required timeframe.

## PART IV: APPROVALS

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

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

*Paul Caruso*  
*Paul Caruso*

**Printed Name:**

**Date:**

*5/27/22*

**Signature of DAFS  
Procurement Official:**

DocuSigned by:

*William J.E. Allen*

**Printed Name:**

2D5B6E39F57E44A...  
William J.E. Allen

**Date:**

6/17/2022

NOI 0620220597 06/21/2022 - 06/27/2022 CONFIRMING