

## 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:		Office of the Attorney General		
Department Contract Administrator or Grant Coordinator:		Mark Toulouse/Lindsey Chasteen		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$7,500.00	Advantage CT / RQS #:	CT 26A 20200715*194	
CONTRACT	Proposed Start Date:	07/01/2020	Proposed End Date:	06/30/2021
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:		Stericycle, Inc., 4010 Commercial Avenue, Northbrook, IL 60062		
Brief Description of Goods/Services/Grant:		Biological waste pickup and removal		

### 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:

- 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

In accordance with Maine statutes, state and national exposure control standards and laws, the Office of Chief Medical Examiner is required to discard our biological waste with a certified/licensed removal company.

## 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.**

We are required to discard our biological waste with a certified/licensed removal company. In 2015, only this vendor responded to the bidding process.

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

Stericycle's current rates are:

- Scheduled monthly pickup cost - \$1.10 per pound
- Emergency unscheduled pick up cost - \$1.10 per pound
- Minimum pick up fee - \$55.00

No waste fee - \$55.00

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

If the Office of Chief Medical Examiner can identify any competition to this vendor, they will also be offered a chance to negotiate and provide this service. To date we are not aware of anyone meeting the qualifications and able to assist in this role. Due to global teleworking, the office did not reach out prior to this renewal, but will so do in the future.

### 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>		
	<i>Mark A. Toulouse</i>		
<b>Printed Name:</b>	Mark A. Toulouse	<b>Date:</b>	07/16/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Sue H. Garcia</i>		
<b>Printed Name:</b>	<small>E5DB92AC0F8D490...</small> Sue H. Garcia	<b>Date:</b>	7/17/2020