

## 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:	DFE/DVEM		
Department Contract Administrator or Grant Coordinator:	Joseph Wilson		
(If applicable) Department Reference #:	21-010		
Amount (Contract/Amendment/Grant):	\$ 131,923.69	Advantage CT / RQS #:	15A 20200917*0965
<b>CONTRACT</b>	Proposed Start Date:		Proposed End Date:
<b>AMENDMENT</b>	Original Start Date:	12/15/2020	Effective Date:
	Previous End Date:	12/14/2021	New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Creative Office Interiors, d/b/a Creative Office Pavilion 141 Middle Street Portland, ME 04101		
Brief Description of Goods/Services/Grant:	Provide and install Military Equipment Storage Lockers		

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

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**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.**

This Contract Amendment is to cover the cost and installation of 97 Military Gear Equipment Lockers at the Northern Maine Readiness Center in Presque Isle, ME. The bulk of the FF&E was purchased under the original contract, but this portion was left off and should have been an Alternate Bid Item on the original RFP. (see attached)

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

This vendor was selected as they are the organization that was the winning bidder on the original RFP.

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

The Project Manager for this attempted to contact a vendor we had previously purchased similar products from in the past. Unfortunately, they had gone out of business. We consulted with the contractor for this project and had them investigate in finding a new supplier. They contacted several and negotiated the best price quoted. As they are experts in their field, we are confident we received the best value for the product.

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

As per State rules and regulations, any further projects will be put out to bid.

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**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>Scott Young</i> <small>8EDC93AF194048D...</small>		
<b>Printed Name:</b>		<b>Date:</b>	15 July 2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Michelle Fournier</i> <small>0668DD90FE5347E</small>		
<b>Printed Name:</b>	Michelle Fournier	<b>Date:</b>	7/15/2021



Reply to  
Attention of

**NATIONAL GUARD BUREAU**  
**CONSTRUCTION FACILITIES MANAGEMENT OFFICE**  
CAMP KEYES, BLDG. 8  
32 STATEHOUSE STATION  
AUGUSTA, MAINE 04333-0032

NGME-CFMO

15 June 2021

~~MEMORANDUM FOR COL Bryan Ouellette, USPFC for Maine~~ *NO 07/021*

**SUBJECT: Justification for Prior Year Determination, Northern Maine Readiness Center,  
PN 230135, Military Equipment Storage Lockers**

1. Funding Authorization for installation of Furniture, Fixtures and Equipment (FFE), in the amount of \$1,081,100 for procurement of Furniture under the MILCON Tails program for FY20, was received 13 March 2020. The furniture contract, in the amount of \$298,043.24, was obligated in September 2020 and executed on 17 November 2020. Creative Office Products (COP) in Portland, Maine was the sole bidder for this contract.
2. As part of the FFE contract for the Northern Maine Readiness Center in Presque Isle, Maine, a request for a change was made to procure and install TA-50 style military equipment storage lockers. The cost for this change was quoted as \$116,529.60.
3. It was assumed that procurement of these lockers would be considered an in-scope change to the contract. The acquisition and installation of these lockers is to be carried out as a change to the existing furniture contract, by the same vendor installing the FFE in the facility.
4. It was originally intended that these lockers would be included as part of the FFE contract. As the original estimate for FFE installation was approximately \$1 million, the lockers were removed from the items to be procured as part of the FFE scope of work to insure that the eventual contract would be well below the allotted funds. In hindsight, these lockers should have been listed as an Alternate Bid Item in the event contractor bids were low enough to allow for these to be included in the contract.
5. As the project progressed, submittals for all furniture were reviewed and confirmed prior to ordering for placement within the facility. The ordering of the lockers was overlooked until mid-March 2021. At that point, it was discovered that the lockers were no longer available from the manufacturer that we have purchased these from in the past. At this point, the contractor (COP) began investigating alternative suppliers for these units, and Hallowell was chosen to be the provider for these units.

**NGME-CFMO**

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6. I am in hopes that this timeline of events explains and justifies our request to utilize FY20 fund for the procurement of lockers for the Northern Maine Readiness Center.

**Cc:**

**COL Michaud, CFMO  
Marc Dube, Project Manager**

**DARVEAU.RICHARD.R** Digitally signed by  
**DARVEAU,RICHARD,RUSSELL100**  
**USSELL.1007236146** 7236146  
Date: 2021.06.15 11:40:43 -0400

**RICHARD R. DARVEAU**  
**Facility Design & Projects Manager**  
**Directorate of Facilities Engineering**