

## 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:	DOC/Maine Correctional Center		
Department Contract Administrator or Grant Coordinator:	Barbara Robertshaw		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 15,000.00	Advantage CT / RQS #:	RQS 03A 20200708*0023
<b>CONTRACT</b>	Proposed Start Date:	ASAP	Proposed End Date: 7/30/2020
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Waterman Farm Machinery 827 Sabattus Rd. Sabattus, Me 04280		
Brief Description of Goods/Services/Grant:	Hay Baler		

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
<b>X</b>	E. Emergency	<b>X</b>	K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>

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**PART III: SUPPLEMENTAL INFORMATION**

The Maine Correctional Center is in need of a hay baler for the agriculture program. The current equipment broke down during operation. Parts are not available to repair the equipment. This equipment is needed to continue to harvest the hay which is currently down in the field.

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

The vendor selected is willing to take the old equipment in trade saving the facility 7,000.00 of the purchase price. The model baler that this vendor offers will also use the existing kicker, saving additional money.

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

The facility contacted another vendor, Halls equipment and quoted 25,000 for similar equipment with no trade-in value and the existing kicker would not be compatible with this piece of equipment and would be an additional cost.

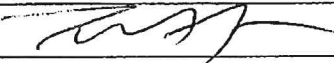
**4. Describe the plan for future competition for the goods or services.**

The facility would put this equipment out for bid.

**PART IV: APPROVALS**

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

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



**Printed Name:**

Randall Liberty, Commissioner

**Date:**

7/9/20

**Signature of DAFS  
Procurement Official:**

*William J.E. Allen*

**Printed Name:**

william J.E. Allen

**Date:**

8/4/2020

NOI 0820200704 08/04/2020 - 08/10/2020