

## 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:		DACF/Animal & Plant Health/Animal Health		
Department Contract Administrator or Grant Coordinator:		Betty Rancourt		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 30,000.00	Advantage CT / RQS #:	20210825*477	
CONTRACT	Proposed Start Date:	8/25/21	Proposed End Date:	9/30/21
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:		M A Haskell Truck, China, Maine		
Brief Description of Goods/Services/Grant:		Trucking company hauling manure to be spread on fields.		

### 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 type="checkbox"/>	J. Willing and Qualified
<input checked="" 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.**

DACF is in need of a trucking company to assist a dairy farm haul manure in order to lower the level of manure in its manure pit. The pit is close to be overtopping and creating environmental contamination on-site. This manure will be hauled and spread off-site.

## 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.

These trucking companies were available immediately to help haul the manure and help reduce the level of the pit.

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

This was an immediate need and the trucking company has the specialized equipment to start hauling manure this week.

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

We will keep working to watch the level of the manure in the pit and be more prepared to provide more time to develop a contract 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>		
	<small>DocuSigned by:</small> <i>Aimee Carlton</i>		
<b>Printed Name:</b>	Aimee Carlton	<b>Date:</b>	8/25/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Debbie Jacques</i>		
<b>Printed Name:</b>	Debbie Jacques	<b>Date:</b>	8/26/2021