

## State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

### PART I: OVERVIEW

Department Office/Division/Program:		Maine Department of Labor – BLS – Workplace Safety and Health	
Department Contract Administrator or Grant Coordinator:		Steven Greeley	
(If applicable) Department Reference #:			
Estimated Contract or Grant Amount:	\$ \$95,000	Advantage CT / RQS #:	CT12A20200206*2221
AMENDMENT	Original Start Date:	<b>3-1-2020</b>	New Start Date:
	Original End Date:	<b>3-1-2023</b>	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
ALL OTHER	Proposed Start Date:		Proposed End Date:
Vendor/Provider/Grantee Name, City, State:		Wilner-Greene Associates, Inc. 10 Forest Falls Drive, Unit 1A, Yarmouth, ME 04096 VC10000097094	
Brief Description of Goods/Services/Grant:		Instrument Repair and Calibration	

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request.

	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 QUESTIONS

Please respond to ALL of the following questions.

### **1. Provide a more detailed description of the goods, services or grant to supplement the response in Part I.**

The Maine Department of Labor's Enforcement and Safetyworks consultation services are necessary to protect the lives of Maine's workforce. The Industrial Hygiene Equipment that they utilize for this purpose, per the State of Maine's Statute Title 26 and Federal Grants 21(d) and 23(g), MUST be in good repair and have up to date calibrations. Repair, calibration, and necessary replacement, of Industrial Hygiene Equipment, in a timely manner, is imperative to the operation of our consultant's duties and, to prevent Maine's employers and their employees from exposure to hazardous situations. Wilner-Greene has been a critical asset in getting the department's Industrial Hygiene Equipment repaired and recalibrated, and back in service with limited downtime.

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

The Maine Department of Labor's Enforcement and Safetyworks consultation services are necessary to protect the lives of Maine's workforce. The Industrial Hygiene Equipment that they utilize for this purpose, per the State of Maine's Statute Title 26 and Federal Grants 21(d) and 23(g), MUST be in good repair and have up to date calibrations. Repair, calibration, and necessary replacement, of Industrial Hygiene Equipment, in a timely manner, is imperative to the operation of our consultant's duties and, to prevent Maine's employers and their employees from exposure to hazardous situations. Wilner-Greene has been a critical asset in getting the department's Industrial Hygiene Equipment repaired and recalibrated, and back in service with limited downtime.

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

The Maine Department of Labor has compared Wilner-Greene's pricing with that of other providers. Given the savings on repair and calibration, time, shipping, and with the discount pricing listed below, Wilner-Greene's rates are fair and reasonable. Wilner-Greene has provided the following information:

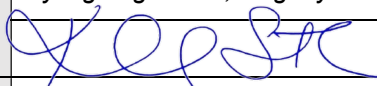

"As part of our other State Open PO Contracts for repair and calibration of Industrial Hygiene Equipment, we offer a 10% NET Day, 5% NET 20 Day, and 2% NET 30 Day payment structure which we will certainly pass onward as part of our contract with the State of Maine."

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

There are no other vendors capable of providing the necessary service, required by Safetyworks, at the same cost.

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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>		
			
<b>Printed Name:</b>	Kimberly Smith, Deputy Commissioner	<b>Date:</b>	7/27/2022
<b>Signature of DAFS Procurement Official:</b>			
	<small>41C2BA36FAF44CD...</small>		
<b>Printed Name:</b>	Kathy Paquette	<b>Date:</b>	8/4/2022