

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:		Agriculture Conservation & Forestry Agriculture Ag. Resources Maine Building		
Department Contract Administrator or Grant Coordinator:		Anne Trenholm		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 19,175.00	Advantage CT / RQS #:	20220909*0756	
CONTRACT	Proposed Start Date:	08/01/2022	Proposed End Date:	09/30/2022
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:		F. Paige Plumbing & Heating East Longmeadow, MA		
Brief Description of Goods/Services/Grant:		Plumbing and heating services for MDACF property in W. Springfield, Mass. (The Maine Building)		

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
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	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.

The purpose of this Contract is to perform emergency and needed repairs to plumbing and heating fixtures needed for the Maine Building at the Eastern States Exposition. This work is necessary work for the building to be fully operational during the Eastern States Exposition for the full dates of the fair from September 16 – October 2. This vendor also has a regular maintenance contract for this location,

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PART III: SUPPLEMENTAL INFORMATION

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

The vendor is the regular plumbing & heating contractor for that geographical area.

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

The purpose of this Contract is to perform emergency and needed repairs to plumbing and heating fixtures needed for the Maine Building at the Eastern States Exposition. This work is necessary work for the building to be fully operational during the Eastern States Exposition for the full dates of the fair from September 16 – October 2.

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

Looking to utilize competitive award solutions on future opportunities.

PART IV: APPROVALS

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

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

DocuSigned by:

Randy Charette

Printed Name:

Randy Charette

Date:

9/9/2022

**Signature of DAFS
Procurement Official:**

Martha Verhille

Printed Name:

Martha Verhille

Date:

9/13/2022