

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:		DAFS/OIT/Facilities Management		
Department Contract Administrator or Grant Coordinator:		Roger Gagnon		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)	\$26,800.00	Advantage CT / RQS #:	CT 18B 20200608*3809	
CONTRACT	Proposed Start Date:	10/1/2020	Proposed End Date:	6/30/2023
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:		Spec-Clean, LLC 4 Sand Cut Road, Unit 6 Brookfield, CT 06804		
Brief Description of Goods/Services/Grant:		Data Center Cleanings at SSDC and CMCC		

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
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL 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.

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PART III: SUPPLEMENTAL INFORMATION

Annual comprehensive cleanings of the two (2) Data Centers located in Augusta, Maine (to include the DPS data room) – the data centers require thorough cleanings, even more so with the COVID-19 Pandemic, to include wiping down all equipment cabinets with ESD (electro-static discharge) safe cleaning cloth, vacuuming around all equipment with an ESD safe vacuum cleaner, wash/treat/buff floor with anti-static cleaner. CMCC has a raised floor which needs to be removed so vacuuming can be completed under the floor.

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

Searched in-state commercial cleaning companies that had staff trained/certified to work in a data center, found none. Office of Information Technology (OIT) has hired Spec-Clean in the past, after speaking with a data center manager at L.L.Bean and receiving a strong recommendation.

The certified cleaning staff must be in uniform with a Photo ID; all technicians must have passed a criminal background check; cleaning technicians must be thoroughly trained to work around computers, servers, fire suppression systems, and water detection equipment; and the cleaning company must provide proof of insurance.

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

Pricing remains the same as CT 18B 20180404*2966

Frequency of Service: Annual cleaning

Price for 127 Sewall Street: \$ 2,875.00

Price for 45 Commerce Drive: \$ 4,185.00

Discounted price for 127 Sewall Street: \$ 2,775.00

Discounted price for 45 Commerce Drive: \$ 3,925.00

Annual price with discount applied: \$ 6,700.00

Total Contract Amount: \$26,800.00

(Total contract amount which includes the discount is based on servicing both locations. All prices include our expertise, all insurance requirements, labor, supplies, and mobilization)

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

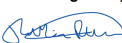
Market research. If nothing is available in Maine, will continue to use Spec-Clean, LLC.

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:



Printed Name:

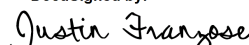
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Frederick Brittain

Date:

9/30/2020

**Signature of DAFS
Procurement Official:**

DocuSigned by:



Printed Name:

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Justin Franzose

Date:

10/1/2020