

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/ Certified Seed		
Department Contract Administrator or Grant Coordinator:	Ann Gibbs		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$8,250.00	Advantage CT / RQS #:	01A 20200928*362
CONTRACT	Proposed Start Date:		Proposed End Date:
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:	Cavendish Farms Presque isle, Maine		
Brief Description of Goods/Services/Grant:	Rental of storage space for seed potatoes.		

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 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.

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PART III: SUPPLEMENTAL INFORMATION

The Cavendish Farms storage building was chosen due to a number of factors, the most crucial was its availability in an area with limited unoccupied commercial space. Another factor was because the building was previously used as a potato storage and packing facility, it has the needed infrastructure for the storage of seed potatoes being prepped for post-harvest testing. The facility has a loading dock to unload large trucks and also an insulated room that is used to warm the potatoes prior to testing, which are necessary for this project.

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

Cavendish farms was selected since the Department has rented storage space from them before in Mapleton and has a working relationship already established with the company. As mentioned earlier there is practically no alternative for a facility that has the needed infrastructure to accommodate temporary potato storage.

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

The Certified Seed employees in the county know all of the players in the industry and this is the only suitable space, size-wise and price-wise for potato sample seed storage pending testing.

Prior to securing the current Cavendish facility, the department leased for a period of approximately 6 weeks for several falls a Cavendish facility in Mapleton. This facility cost \$3,500 for the duration of time and was significantly smaller than the current facility which somewhat hindered the seed potato preparation for testing process. The current facility is much larger, has better infrastructure and is more centrally located for farmers to drop off their samples. The period of rental has also been extended to 8 weeks due to changes resulting from not sending seed samples to Florida for winter grow out.

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

In this particular case there is not much in the way of competition or alternative facilities at this time in the area that can accommodate the storage of seed potatoes and the preparation process. If an alternative facility is identified in the future the department can look at the cost and the infrastructure to see if it can accommodate our needs.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
	<small>DocuSigned by:</small>		
	<i>Amanda E. Beal</i>		
Printed Name:	Amanda E. Beal	Date:	10/20/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>		
	<i>William Allen</i>		
Printed Name:	william Allen	Date:	10/22/2020

NOI 1020200979 10/22/2020 - 10/28/2020