

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:		ACF- MFS		
Department Contract Administrator or Grant Coordinator:		Mary Casey		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 12,000.00	Advantage CT / RQS #:	2021092900000000884	
CONTRACT	Proposed Start Date:	11/01/2021	Proposed End Date:	04/30/2024
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:		Jackson Property Management		
Brief Description of Goods/Services/Grant:		Snow Plowing & Shoveling		

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.

Jackson Property Management will Plow and clear the driveway and garage doors free of snow as well as shovel the walkways, stairways & doorways for each and every storm and also when the snow comes off the metal roof.

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PART III: SUPPLEMENTAL INFORMATION

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

We used this vendor last year for the first time. There are no other available vendors in such a remote area of the state. We would like to renew this vendor for the next 3 (three) years at which time we can re-address the availability of additional vendors.

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

Last year this vendor charged us \$3,500 for the season, this year he is expanding his cost by \$500 due to the fact that he frequently had to do more shoveling especially when the snow came off the metal roof even when no additional snow had fallen.

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

We will look for additional vendors in the future.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small>		
	<i>Amanda E. Beal</i>		
Printed Name:	<small>20AF3A2882BB4AA...</small> Amanda E. Beal	Date:	10/6/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>		
	<i>Debbie Jacques</i>		
Printed Name:	<small>1DFA565D481F42E...</small> Debbie Jacques	Date:	10/7/2021