

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. 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:		Environmental Protection/Air Quality/Air Quality Assessment		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 8,440.00	Advantage CT / RQS #:	06A 20210825*0471	
CONTRACT	Proposed Start Date:	9/1/2021	Proposed End Date:	3/1/2022
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:		Powers Roofing and Sheetmetal; Caribou, Me		
Brief Description of Goods/Services/Grant:		Removal and replacement of platform and walkway.		

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
	G.		M.

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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 DEP has air quality monitoring equipment on the roof of the town's Public Safety Building in Madawaska, Maine. The town has contracted for the replacement of the building roof. The DEP is obliged to move its air quality monitoring equipment and remove the platform and walkway supporting the air quality monitoring equipment to accommodate the building's roof replacement project.

The contractor the town has hired is willing to move the air monitoring equipment to a secure location, disassemble, remove and dispose of the old platform and walkway; subcontract for the temporary disconnect of electrical power; construct and install a new platform and walkway; and then return the air monitoring to the new platform and restore electrical power.

There is some urgency to getting this contract complete. The roof replacement work is being done very soon. We do not have the time to solicit bids before the roof work starts.

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

The vendor identified in this contract request/sole-source justification is the same contractor doing the building roof replacement for the Town of Madawaska. The contractor will be onsite for the duration of the roof replacement project and is fully prepared to do the work required by the DEP without further coordination. Having this vendor construct and install the new platform and walkway provided s the DEP with some relief of liability for damage to the new roof.

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

The DEP has contracted for similar work at other locations. The costs quoted by this vendor are similar to work done elsewhere in the past for the DEP.

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

The DEP keeps abreast of contractual costs for service, and maintains records of past procurements, quotes for equipment and services. We are aware of the need to restrain cost.

PART IV: APPROVALS

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

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

David R. Madore for Melanie Loyzim

Printed Name:

Melanie Loyzim

Date: Oct 7, 2021

**Signature of DAFS
Procurement Official:**

Michelle Fournier

Printed Name:

Michelle Fournier

Date: 10/7/2021

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