

# 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:	Labor, Bureau of Unemployment Compensation			
Department Contract Administrator or Grant Coordinator:	Nancy Curran			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 6,360.00	Advantage CT / RQS #:	CT 12A 20211007*0987	
CONTRACT	Proposed Start Date:	10/1/2021	Proposed End Date:	9/30/2022
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:	Lawson Property Services, Augusta, ME			
Brief Description of Goods/Services/Grant:	Cleaning appliances (refrigerators, microwaves, & toaster ovens) in 3 breakrooms within MDOL at 45 Commerce Drive, Augusta.			

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
<b>X</b>	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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>

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### PART III: SUPPLEMENTAL INFORMATION

MDOL at 45 Commerce Drive has 3 breakrooms that have refrigerators, microwaves, and toaster oven. The current janitorial staff have been cleaning the main breakroom weekly; this room has 3 refrigerators, 4 microwaves, and 2 toaster ovens. The other 2 smaller breakrooms each have 2 refrigerators and 2 microwaves that have been cleaned every other week. This contract will allow for continued cleaning of these appliances on the same cleaning schedule as done in the past.

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

The current janitorial staff at 45 Commerce Drive have already been cleaning the appliances within the 3 MDOL breakrooms. Prior to Covid-19, MDOL only had 1 breakroom at this location. As a result of Covid-19 and the need to spread out staff who have remained working onsite, 2 additional breakrooms were added in new areas now containing MDOL staff. Service Contracts for these services had been done in the past. However, for the past several years, no contract was created for these services; instead, invoices were being paid with a P-Card. Since the holder of the P-Card has retired; we are preparing a Service Contract for these services. The cleaning of these appliances within the 3 MDOL breakrooms is not part of the lease agreement.

The current janitorial staff all have access to the breakrooms since they already enter the areas to perform janitorial duties, i.e., cleaning, vacuuming, empty trash cans and recycle, etc.


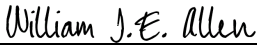
#### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The negotiated cost is the same as Vendor has charged in the past for cleaning these appliances.

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

Future lease agreement would include a clause for additional cleaning of these type of appliances.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Kimberly Smith	<b>Date:</b>	10/7/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	<small>2D5B6E39F57E44A...</small> William J.E. Allen	<b>Date:</b>	10/8/2021

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