

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: | | Department of Administrative and Financial Services, Bureau of General Services | | | |
| Department Contract Administrator or Grant Coordinator: | | Deane Rykerson, BGS/DPDC | | | |
| (If applicable) Department Reference #: | | | | | |
| Amount: (Contract/Amendment/Grant) | \$ 235,734 | Advantage CT / RQS #: | CT#18A 20211005*0953 | | |
| CONTRACT | Proposed Start Date: | 10/12/2021 | Proposed End Date: | 12/31/2021 | |
| 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: | | Paul White Company, 444 Riverside Industrial Parkway, Portland, Maine 04103 (VC1000071415) | | | |
| Brief Description of Goods/Services/Grant: | | New flooring for the 5 th floor of Cross State Office Building. | | | |

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 |
| | C. Single Source/Unique Vendor | | I. Federal Agency Directed |
| | D. Proprietary/Copyright/Patents | | J. Willing and Qualified |
| X | 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.

Paul White Company will demo the current flooring, dispose of all product, will level the current concrete damage, lay the carpet and LVT tile, and provide an attic stock.

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PART III: SUPPLEMENTAL INFORMATION

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

The Department of Education (DOE), who are located on the 5th floor of the Burton M. Cross State Office Building, 111 Sewall Street, Augusta, Maine is under an entire office cubicle reconfiguration to support remote work and social distancing. The DOE project is being paid for by the pandemic cares act federal funding, which has a strict deadline of 12/31/2021 for project completion and payment processing. As this DOE project required all furniture to be disassembled and stored, this is the perfect opportunity for the floor to receive new carpeting to save the State of Maine on future furniture moving costs.

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

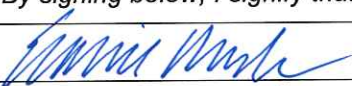
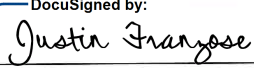
Paul White Company is an authorized State of Maine vendor and is highly recommended by the Division of Property Management as this company has completed numerous projects for the State of Maine in state-owned property over several years.

Project is running concurrent with a COVID funded project with a deadline of 12/31/2021.
This project is being paid by BGS 014/18A/0883/01/7101

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

Future flooring replacement carpets will be completed using the Division of Procurement's procedures either using a Master Agreement or the Request for Proposal process.

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> | | |
| |  | 10.8.21 | |
| Printed Name: | Elaine Clark, Deputy Commissioner | Date: | |
| Signature of DAFS Procurement Official: | DocuSigned by:  | | |
| Printed Name: | AEED9C7B3A8044E... Justin Franzose | Date: | 10/18/2021 |