



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Bureau of General Services	
Department Contract Administrator or Grant Coordinator:		Nick Ferrala	
(If applicable) Department Reference #:		.	
Amount: (Contract/Amendment/Grant)	\$ 10,948.60	Advantage CT / RQS #:	RQS 18A 20221007*0486
CONTRACT	Proposed Start Date:	7/30/2022	Proposed End Date: 9/22/2022
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:		AWSP, INC dba: Servpro of Augusta / Waterville, 7 Townsend Road, Augusta, ME 04330 VC0000227760	
Brief Description of Goods/Services/Grant:		Mold-related remedial services in the Cross State Office Building, 4th Floor, Secretary of State Area, 111 Sewall St, Augusta, ME	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

Mold and dust-related remedial services in the Secretary of State (SOS) area of the Cross State Office Building (4th Floor): cleaning of all air-supply diffusers, cleaning or replacement of ceiling tiles adjacent to air-supply diffusers, replacement of HVAC flex-duct attached to each diffuser, and general detailed-cleaning of associated employee work areas.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Vendor is highly trusted and generally provides the best work for the lowest price. In this case the Vendor's scope of work was complete and the price was the lowest of 3 bids.

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

3 Bids were solicited: Servpro, Octagon Restoration and Breathe Easy Air Duct Cleaning Service. Servpro's bid was \$11,532.68, while Octagon's bid was \$50,107.55 (and did not include all the required work). Breathe Easy's bid was \$19,700.00 and like Octagon's, did not include all the required work. Note that it was assumed that Servpro had a Master Agreement (MA) with State of Maine, and only discovered after choosing them and doing the work that the MA had recently expired (reason for lack of a formal contract).

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

Similar process for bid requests and selection, along with assuring that any Master Agreements are not expired.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

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

DocuSigned by:
William Longfellow
DB8A2BC670E9407...

Typed Name:

William Longfellow

Date:

10/27/2022

Signature of DAFS
Procurement Official:

DocuSigned by:
William J.E. Allen
2D5B6E39F57E44A...

Typed Name:

william J.E. Allen

Date:

10/28/2022

NOI 1020221081 10/28/2022 - 11/03/2022