

## 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:		Agriculture, Conservation & Forestry		
Department Contract Administrator or Grant Coordinator:		Mary Casey		
(If applicable) Department Reference #:		PM-27482		
Amount: (Contract/Amendment/Grant)	\$ 17,600.00	Advantage CT / RQS #:	01A 20201022000000001285	
CONTRACT	Proposed Start Date:	11-9-2020	Proposed End Date:	4-30-2022
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:		Northern Maine Snow Removal, PO Box 203, Portage ME 04768		
Brief Description of Goods/Services/Grant:		Snow Plowing, Sanding and pushing back banks as needed		

### 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:

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

**This is to plow the Ashland Regional Headquarters for the 2020 – 2021 and 2021 – 2022 seasons. If sanding and pushing back of the banks is needed that service will also be provided.**

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### PART III: SUPPLEMENTAL INFORMATION

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

This is the only vendor that was willing to place a bid for snow removal. We have gone through an extensive survey of plowing contractors who have expressed no interest, both small and commercial business. The former contractor Pelletier Property Maintenance made the decision to not plow this year. Other vendors who were contacted included Caron's lawn care and property maintenance, Daigle Property Maintenance, DDR Chasse. We have posted notification of bids in local newspapers the last two years and have not received one bid. We ask to move forward with approval based on this one bid.

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

The plowing cost of \$6,000 per season is very close to the cost that we were paying the prior business for the plowing. A charge of \$150.00 per incident to sand and \$90.00 per hour to push back the banks on an as needed basis has also been negotiated. This is a situation of it being our only choice and having no other options at this point.

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

If other vendors become available or interested after this two year contract has expired we will then open the bid process once again.

### PART IV: APPROVALS

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

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

DocuSigned by:

*Amanda E. Beal*

**Printed Name:**

Amanda E. Beal

**Date:**

11/4/2020

**Signature of DAFS  
Procurement Official:**

DocuSigned by:

*Sue H. Garcia*

**Printed Name:**

Sue H. Garcia

**Date:**

11/9/2020

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