

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 Corrections/Maine Correctional Center		
Department Contract Administrator or Grant Coordinator:		Barbara Robertshaw		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 15,095.00	Advantage CT / RQS #:	20200918*337	
CONTRACT	Proposed Start Date:	ASAP	Proposed End Date:	9/30/2020
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:		Warren Mechanical 39 Warren Avenue Portland, Maine 04092		
Brief Description of Goods/Services/Grant:		Water Heater		

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
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.

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PART III: SUPPLEMENTAL INFORMATION

The hot water system at the Southern Maine Women's Re-Entry Center has lost one of the two hot water heaters for the facility. This equipment is needed to heat water for distribution through the building and produce hot water for showers, cleaning, etc. The current system is a Lead Lag system which operates with two heaters. It is necessary to have the second heater to keep up with supply and demand. If this is not replaced, the facility could be without hot water for an extended period of time. This is located in our pre-release facility where we have women going out into the public to work. It is necessary for all prisoners housed in this area to be able to utilize the shower, laundry and food preparation areas.

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

Warren Mechanical installed the original system in the building. It is necessary to replace the hot water heater with the equipment from the original design. If we were to use a heater, the second assist unit would have to be retrofit in order to accommodate the new equipment.

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

We have received a quote from the vendor who installed the original equipment. This vendor is the only vendor in New England who has this piece of equipment in stock.

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

This equipment would be put out to bid following State guidelines.

PART IV: APPROVALS

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

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



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Printed Name:	RANDALL LIBEELY, Commissioner	Date:	9/17/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> William Allen <small>2D5B6E39F57E44A</small>		
Printed Name:	William Allen	Date:	11/12/2020

NOI 1120201030 11/12/2020 - 11/18/2020