

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:	Corrections – Maine Correctional Center			
Department Contract Administrator or Grant Coordinator:	Barbara Robertshaw			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 11,999.00	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	8/26/2020	Proposed End Date:	8/26/2020
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:	Johnson Controls 30 Thomas Drive Westbrook, Maine 04092			
Brief Description of Goods/Services/Grant:	Repair and Refill of emergency fire suppression system			

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
	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 emergency fire suppression system located in the Multi Purpose housing unit at the Maine Correctional Center was accidentally triggered. When this happened the chemicals were dispersed throughout the mechanical and electronics room. It was necessary for the room to be cleaned and the suppression system repaired and refilled.

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

The equipment used for the fire suppression equipment is proprietary and needed to be worked on by the vendor who did the original install.

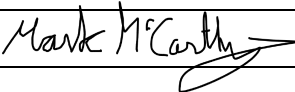
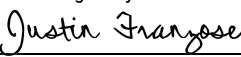
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The vendor charged the standard labor rates. This is a standard vendor used within the facility.

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

This vendor installed the original equipment. Given a longer timeframe, this would typically put out to bid.

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>		
			
Printed Name:	Mark McCarthy	Date:	11/12/20
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	11/17/2020