

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: | DMR/Bureau of Marine Science | | |
| Department Contract Administrator or Grant Coordinator: | Marjorie Morissette/ Michael Erwin | | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ 5700.00 | Advantage CT / RQS #: | 13A 20201116000000000516 |
| CONTRACT | Proposed Start Date: | | Proposed End Date: |
| 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: | WD Matthews Machinery Company 901 Center St Auburn, ME 04210 | | |
| Brief Description of Goods/Services/Grant: | 2012 JLG Electric Scissor Lift Model 1930ES | | |

| 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 | X | 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

2012 19ft electric scissor lift with 30 day 100% warranty. For use in the Wet Lab restoration Project. The multiple uses for this equipment include but not limited to water line access, installation, repair. Ceilings and wall repair and installation. Future maintenance throughout the wet lab as well as the DMR facility.

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

Purchasing this item used is a significant savings to the state. This same lift year 2020 price of \$10,495.00.

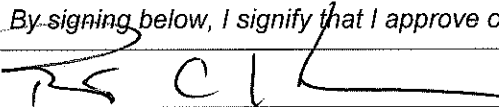
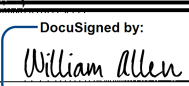
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

WD Matthews has shown willingness to offer additional discount after original pricing was discussed. Verification of this as a matching lift 1 year newer (2013) asking price is \$8500.00.

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

This is a one time purchase.

PART IV: APPROVALS

| | | | |
|---|---|--------------|------------|
| Signature of requesting Department's Commissioner (or designee): | By signing below, I signify that I approve of this procurement request. | | |
| |  | | |
| Printed Name: | Francis Kehoe | Date: | 11/16/2020 |
| Signature of DAFS Procurement Official: | DocuSigned by:  | | |
| Printed Name: | William Allen | Date: | 11/17/2020 |

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