

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:		DVEM		
Department Contract Administrator or Grant Coordinator:		Joseph Wilson		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$39,462.00	Advantage CT / RQS #:	15A 20201102*1381	
CONTRACT	Proposed Start Date:	11/1/2020	Proposed End Date:	10/31/2021
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:		Seabreeze Property Services Portland, ME		
Brief Description of Goods/Services/Grant:		Snow Removal		

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.

The Armed Forces Reserve Center located in Brunswick, ME requires snow and ice removal on their grounds as well as the entrance road on Huey Drive. Requirements are for safety and operational purposes.

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PART III: SUPPLEMENTAL INFORMATION

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

The original contract for this service was with Goodall Landscaping, Inc. We were made aware that the owner, Ben Goodall, had sold his business to a company called Seabreeze Property Services. They absorbed all of his current contracts. After speaking with Ben and the principals at Seabreeze, they have agreed to assume Goodall's contract for this service and have agreed and will adhere to all of the terms of the contract. As it is this late in the year, we did not have sufficient time to complete a new RFP. This contract will be for only for this year.

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

The contract cost was arrived at by the RFP process where the lowest bid was awarded the contract from RFP 201909162.

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

In this unique situation, this contract is only for this year and will be put out for bid via RFP for next season.

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>		
	<small>DocuSigned by:</small> <i>Scott Young</i>		
	<small>8EBC934F194040B...</small>		
Printed Name:		Date:	18 November 2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Sue H. Garcia</i>		
	<small>E5DB92AC0F8D490...</small>		
Printed Name:	Sue H. Garcia	Date:	11/20/2020