

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:		DAFS/BGS – Division of Property Management			
Department Contract Administrator or Grant Coordinator:		Jake Daniele			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 9,396.00	Advantage CT / RQS #:		CT 18A 20211019*1035
CONTRACT	Proposed Start Date:	10/15/21	Proposed End Date:	6/30/22	
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:		Paul White Company, 444 Riverside Industrial Pkwy, Portland, ME			
Brief Description of Goods/Services/Grant:		Carpet replacement in the Governor's Office (State House).			

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.

This was a must do Contract at the direction of DAFS Deputy Commissioner Elaine Clark. The Governor's office carpet has been permanently damaged by tape put down to provide a demarcation for social distancing due to COVID. The tape left residue that cannot be removed.

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PART III: SUPPLEMENTAL INFORMATION

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

PMD reached out to Paul White and got a quote that was considered reasonable based on other work PMD had previously done. Paul White was selected based on their quote as well as their ability to meet the quick response time required.

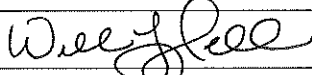
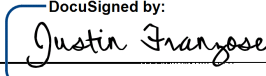
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The expense is in line with what PMD would expect for a project of this size. PMD is very familiar with this market and feels strongly this is a reasonable price.

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

This was an emergency fix. Carpet replacements are normally done competitively as part of other projects or planned due to wear and tear.

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:	William Longfellow	Date:	10/29/21
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	11/1/2021