

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:		Marine Resources/Bureau of Maine Science			
Department Contract Administrator or Grant Coordinator:		Michael Erwin / Rochelle Nutting			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$11,310.00	Advantage CT / RQS #:	13A 20220915000000000816		
CONTRACT	Proposed Start Date:	11/14/22	Proposed End Date:	2/14/2023	
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:		ORGANICLEAN			
Brief Description of Goods/Services/Grant:		To Provide Janitorial services			

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
	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 is to provide Janitorial services to clean and maintain our rest rooms, currently DMR has no janitor on site.

AND this service will maintain the hygiene necessary for the wellbeing and health of people on site.

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PART III: SUPPLEMENTAL INFORMATION

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

ORGANICLEAN services are required because the facility is back in use and for sanitary reasons, janitorial services are needed immediately.

DMR will be going thru the competitive bid process with certified work centers. For the interim, Boothbay Harbor Facilities needs immediate cleaning.


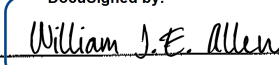
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Fair market pricing was also taken into consideration
DMR received 3 Quotes and reached out to several other companies

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

DMR will continue to look for qualified contractors to do these kind of specialty jobs and who have experience in this type of work.

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>Patrick C Keliher (Nov 14, 2022 12:09 EST)</small>		
Printed Name:	Patrick Keliher, Commissioner	Date:	Nov 14, 2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>		
			
	<small>2D5B6E39F57E44A...</small>		
Printed Name:	William J.E. Allen	Date:	11/22/2022

NOI 1120221178 11/22/2022 - 11/28/2022







OrganiClean PJF-CT 13A 20220915-0816

Final Audit Report

2022-11-14

Created:	2022-11-14
By:	melissa macaluso (melissa.macaluso@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAnsaq95QffnguhTJS7EDyrOTX-MMKxLwv

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-  Document created by melissa macaluso (melissa.macaluso@maine.gov)
2022-11-14 - 4:58:25 PM GMT- IP address: 198.182.163.115
-  Document emailed to patrick.keliher@maine.gov for signature
2022-11-14 - 4:59:27 PM GMT
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-  Signer patrick.keliher@maine.gov entered name at signing as Patrick C Keliher
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-  Document e-signed by Patrick C Keliher (patrick.keliher@maine.gov)
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