

## 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:		Judicial Branch/ Facilities		
Department Contract Administrator or Grant Coordinator:		Kevin Fogg		
(If applicable) Department Reference #:		Snow removal for Lewiston DC		
Amount (Contract/Amendment/Grant):	\$ 55,000.00	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	12/11/2020	Proposed End Date:	4/23/2021
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:		Norman M. Bulick Construction Inc P.O. Box 268 Lisbon Falls, Me 04252		
Brief Description of Goods/Services/Grant:		Snow plowing for the 20/21 winter season for Lewiston DC		

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. Lewiston DC received no bids on RFP#202010152 which has now left the Courthouse with no snow removal services. This has gotten to an emergency state as we are left with no options and inclement weather is now upon us.

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**PART III: SUPPLEMENTAL INFORMATION**

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

We have a candidate (Norman M. Bulick Construction Inc) who has agreed to the snow removal scope needed for Lewiston Dc for this 20-21 winter season. We have had multiple contractors turn down the site for snow removal, Bulck Construction was the first and most qualified and willing to a flat seasonal rate and they have an excellent reputation within the area.

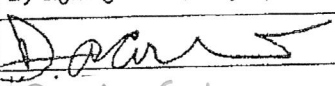
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

Lewiston DC snow removal RFP# 202010152 that was not bid on was estimated at 60,000/yr. based on previous year's spending and cost parameters within RFP. That same figure of \$60,000/year is dependent on voracity of each year's winter season as each year's actual amounts were encumbered but that figure is a mean average of previous winters. Due to emergency situation and late date, a straight yearly sum of \$55,000 for this one upcoming year has been agreed upon. The contractor will still be held to scope from RFP 202010152.

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

I will be putting out another RFP for the next period that will be written, approved, and on the streets no later than June 30<sup>th</sup> 2021. The hope being that I receive a satisfactory bid for the next RFP as a more vigorous solicitation of local contractors hopefully will result in multiple bidders.

**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:	<div style="text-align: center;">                       Dennis Corliss                 </div>
Date:	12/07/2020

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DocuSigned by:	
Signature of DAFS Procurement Official:	<i>Michelle Fournier</i>
Printed Name:	Michelle Fournier
Date:	12/15/2020