



**PROCUREMENT JUSTIFICATION FORM (PJF)**

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Public Safety		
Department Contract Administrator or Grant Coordinator:		Assistant Fire Marshal Lt. Troy Gardner		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 5,700.00	Advantage CT / RQS #:	CT-16A-20220112*1671	
CONTRACT	Proposed Start Date:	January 14, 2022	Proposed End Date:	June 30, 2022
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:		Electrical Services of Maine		
Brief Description of Goods/Services/Grant:		Electrical work necessary to prepare FMO office space in Gray Barracks.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

### PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The Southern Division of the FMO will be moving from the Pineland complex into the old dispatch space at the Gray barracks. This move will result in significant savings in rental costs but the lighting needs to be upgraded from fluorescent lighting to LED lighting. Efficiency Maine will reimburse the FMO \$2,200 through a rebate. Previously the State Police updated the rest of the barracks to LED lighting but they didn't upgrade lighting in the dispatch center because they wanted the lighting left as it was at the time. The electrical work and change to LED lighting is necessary to bring the space up to current standards and will result in ongoing energy savings.

We received our estimate in July and it took several months just to get a contractor to even consider the work and provide us with an estimate. We know that the world has been turned upside down because of COVID. One of the side effects is that contractors are extremely busy. Because this is a rather small job contractors were not willing to even look at the work that needed to be done and provide estimates. We need the work done before we can move the FMO to the new space when the Pineland lease expires.

It should be noted that the total cost is \$5,700 but \$2,200 is reimbursable through a rebate with efficiency Maine. We originally thought the contractor would apply for the rebate leaving us with a cost of \$3,500. However, we recently found out that we need to pay the full amount of \$5,700 to the contractor and submit for reimbursement through Efficiency Maine. The contractor will prepare the Efficiency Maine paperwork for us so we will quickly receive the \$2,200.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

When looking for a vendor to upgrade the lighting in the FMO space in the Gray barracks, we were unable to get vendors to call us back to discuss the work. Electrical Systems of Maine had performed work for the state previously and was willing to perform this work at a reasonable cost and in the necessary timeline. Our belief was that the total cost would be under \$5,000 and would not require a competitive process. Only recently did we find out that the efficiency Maine rebate would have to be requested by the FMO after the work was complete and the vendor was paid in full.

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

Based on the quote, the cost of the work appears to be in line with other work we have had performed and the going rate for this type of work in Maine. It appears to be fair and reasonable.

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

Going forward, we will go through a competitive process when searching for a contractor to perform work that could exceed the threshold for requiring a competitive process.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part VI

PART V: APPROVALS			
Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
	<i>Kendra Coates</i>		
Printed Name:	Kendra Coates	Date:	1/17/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i> <small>41C2BA36FAF44CD...</small>		
	Printed Name:	Kathy Paquette	Date: