



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:		Corrections – Maine Correctional Center		
Department Contract Administrator or Grant Coordinator:		Karen Yeaton, Deputy Warden		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 58,051.00	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	January 15, 2022	Proposed End Date:	March 1, 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:		Blake Equipment 70 Ingersoll Drive Unit #1 Portland, ME 04103		
Brief Description of Goods/Services/Grant:		Emergency replacement of 2 boiler controllers		

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.

Long Creek Youth Development Center has been having mechanical issues with its boilers. They shut down for no reason. They sometimes come back up on their own, other times they need to be restarted manually. These boilers provide heat and hot water to the entire facility. If the boilers shut down and do not go back on this would be a life/safety issue at the facility. The residents would have no heat and hot water as well as no hot water for kitchen or laundry.

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

We have researched what we need and what would work best for us. We have received a quote from Blake Equipment. They are the only licensed dealer in Maine and can provide the controllers needed as soon as possible.

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

Funding will come from the Departments existing Capital Funds. It should be noted that these boilers are energy efficient 5-7% more than what we currently have. Efficiency Maine has been involved as well and DOC will receive a refund of @\$13K by using these energy efficient controllers and will see a savings of 4-5K per year to run these boilers.

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

We would seek quotes and use the bid process for any additional boiler needs we have.

PART IV: LATE JUSTIFICATION

1. Is the vendor currently working? Yes No – If No, proceed to Part V


2. If you answered Yes to question 1, explain why the vendor is working before the contract is final approved.

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

1. 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 VI: APPROVALS			
Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
			
Printed Name:	Randall A. Liberty	Date:	01/2022
Signature of DAFS Procurement Official:	DocuSigned by: William J.E. Allen		
Printed Name:	william J.E. Allen	Date:	1/27/2022

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