



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

## 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:		MaineIT/Radio	
Department Contract Administrator or Grant Coordinator:		Timothy Firnkes	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 5410.54	Advantage CT / RQS #:	RQS 18B 20221130*700
CONTRACT	Proposed Start Date:	9/12/2022	
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:		FW Webb 138 Leighton Rd, Augusta Me 04330	
Brief Description of Goods/Services/Grant:		Samsung HVAC System to include all parts for installation by Radio Operations	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for 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 checked="" 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 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.

OIT Radio Operations purchased a Samsung HVAC system from FW Webb, and OIT Radio Operations installed the system at the Houlton Dispatch for the radio equipment. The installation was started on September 12, 2022, and completed on November 18, 2022.

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

The State of Maine has contracts for HVAC, not for parts, but services and repair. Radio Operations installs all our HVAC systems, and Samsung is rated highly. FW Webb is the only vendor we have found that supplies units and parts without doing the installation. The parts are high quality and readily available when issues arise. FW Webb also has locations throughout Maine, so we can quickly purchase the items needed to repair our radio site.

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

The vendors with contracts with the State of Maine do not supply parts, only service, and repairs. FW Webb is a parts supplier and applies a discount to the State of Maine even though they do not have a contract. When searching part prices, FW Webb consistently comes in lower than any price I have found.

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

OIT will use competitive bid processes through Procurement Services to purchase items for projects over \$5000.00 or to create master agreements for your parts and services.

**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 V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting  
Department's Commissioner  
(or designee):

DocuSigned by:  
  
052B9AC7E56A489


Typed Name:

Frederick Brittain, Chief Information Officer

Date:

1/13/2023

Signature of DAFS  
Procurement Official:

DocuSigned by:  
  
EA813178102243C...

Typed Name:

Joseph Zrioka, Director of IT Procurement

Date:

1/11/2023