

**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:		Dept of Marine Resources, Bureau of Marine Science	
Department Contract Administrator or Grant Coordinator:		Amanda Webb/ Jarrod Desjardins	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 76,987.24	Advantage CT / RQS #:	13A 20231227000000001800
CONTRACT	Proposed Start Date:	4/1/2024	Proposed End Date: 6/1/2024
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:		Trane US Inc. Westbrook, ME	
Brief Description of Goods/Services/Grant:		Replace cooling tower, cooling tubes and piping.	

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 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 purpose of this contract is to provide needed repairs to DMR's cooling tower at the Boothbay Harbor facility, replacing cooling tower coil tubes and piping. The cooling tower provides A/C to the entire facility which houses approximately 30 employees in Boothbay.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This repair needs to be made to provide proper cooling and A/C needs to the dept.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The dept deems this fair and reasonable cost.
4. Describe the plan for future competition for the goods or services.	The dept will research bidding in the future.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> 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):			
Typed Name:	Patrick Keliher, Commissioner	Date:	1/4/24
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> DocuSigned by:  891CE7A1493D45B... </div>		
Typed Name:	Martha verhille	Date:	1/8/2024