



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:		Administrative Office of Court Facilities		
Department Contract Administrator or Grant Coordinator:		Dylan Hanscom, Facilities Engineer		
(If applicable) Department Reference #:		Property Management Maintenance repairs at the Skowhegan, Biddeford, York, and Springvale District Courts		
Amount: (Contract/Amendment/Grant)		\$ 14,150.00	Advantage CT / RQS #:	20240117*0992
CONTRACT	Proposed Start Date:	11/1/2023	Proposed End Date:	1/17/2024
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:		Sticht Property Management, LLC P.O. Box 211 Liberty, ME 04949		
Brief Description of Goods/Services/Grant:		Miscellaneous property maintenance repairs for the Skowhegan District Court, with invoices as followed: 2075, 2078, 2079, 2080, 2093, 2094, 2095, 2096, 2097, 2098, and 2099.		

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.

The property maintenance services performed by the Provider were in a result from multiple storms that caused failures and/or repairs that needed to be made to fix the fire alarm panel, lighting controls system, door repairs, plumbing repairs, window repairs, roof leaks, and general clean up. Also, the Provider performed air handler filter changes for HVAC equipment at the York, Biddeford, and Springvale District Courts.

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

The Vendor was the only provider to respond in a timely manner to resolve the property management issues involved at the Skowhegan District Court, Biddeford District Court, Springvale District Court, and York District Court.

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

The procurement threshold being reached, we will follow the procurement process for the following years since we know it will be at this level or higher.

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

These services will be put out to competitive bid in the near future. This is to act as a stop-gap while the MJB procurement gets everything in order.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Connor Smith</i> 755F066F9C634D0... 1/17/2024		
Typed Name:	Connor Smith	Date:	1/17/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	william J.E. Allen	Date:	1/31/2024

NOI 0120240116 01/31/2024 - 02/06/2024