



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, Judicial Branch	
Department Contract Administrator or Grant Coordinator:		Dylan Hanscom, Facilities Engineer	
(If applicable) Department Reference #:		Emergency HVAC repairs to Telecommunications Room at the Skowhegan District Court	
Amount: (Contract/Amendment/Grant)	\$ 9,469.69	Advantage CT / RQS #:	20230201*0930
CONTRACT	Proposed Start Date:	1/16/2023	Proposed End Date: 1/31/2023
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:		AAA Energy Service Co. P.O. Box 908 Scarborough, ME 04070-0908	
Brief Description of Goods/Services/Grant:		The provider replaced the existing Sanyo ductless cooling unit that failed and caused the room temperature to raise to harmful levels for the Telecommunication equipment.	

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 checked="" 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 HVAC contractor AAA Energy Service Co. replaced the existing Sanyo mini split unit due to a failed control board and part number being discontinued. The existing Sanyo mini split is original to the building, which finished construction in 1997. The new Daiken mini split unit was mounted in the same location and tied into existing drains. The new piping was run between the indoor and outdoor unit and piped through existing roof penetration but not sealed.

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

The need for cooling in this TelCom Room is a high priority due to it being located next to the Boiler Room mezzanine and providing Telecommunication for the entire Skowhegan District Court. The provider (AAA Energy Service Co.) is the preventative maintenance contractor for this building and has a vast historical knowledge of the HVAC.

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

The negotiated cost for replacing an existing ductless mini split is fair and reasonable to the market and the replacement was funded by the Judicial Branch.

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

The future for goods or services will utilize the competitive bidding process for public projects.

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:
Dennis Cortiss
C7C172528CE54E3

1/30/2023

Procurement Justification Form (PJF)

Typed Name:	Dennis Corliss	Date:	1/30/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i>		
Typed Name:	2D5B6E39F57E44A... William J.E. Allen	Date:	2/15/2023

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