

## State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:	Office of Court Facilities, Judicial Branch			
Department Contract Administrator or Grant Coordinator:	Dylan Hanscom, Facilities Engineer			
(If applicable) Department Reference #:	Emergency HVAC repairs at the Biddeford District Court			
Amount: (Contract/Amendment/Grant)	\$ 7,206.30	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	1/31/2021	Proposed End Date:	1/30/2022
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:	AAA Energy Service Co. P.O. Box 908 Scarborough, ME 04070			
Brief Description of Goods/Services/Grant:	The provider repaired coils that split due to mechanical malfunction.			

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

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### PART III: SUPPLEMENTAL INFORMATION

The vendor repaired all the split coils and then purged air from all HVAC lines to restore correct boiler pressure. The technicians then tested the system for proper operations and with no additional problems.

**2. Provide a brief justification for the selected vendor to supplement the response in Part II.**

The building had a mechanical failure occur on 1/31/2021 at 3am, which caused the coil boxes in all (20) VAV units to freeze and bust the copper coils. The vendor was contacted to repair the split coils after the VAV were isolated and shut down.

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

The labor cost reflects the off hours emergency service and the working around of the courthouse case filing schedule to provide the necessary service repairs.

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

The plan for goods and services will be competitively bidding process available to the public.

### PART IV: APPROVALS

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

By signing below, I signify that I approve of this procurement request.

Printed Name:

Dylan Hanscom, Dennis Carkiss

Date:

3/9/2021

3/16/21

Signature of DAFS  
Procurement Official:

DocuSigned by:

William J.E. Allen

Printed Name:

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William J.E. Allen

Date:

3/17/2021

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