



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:		Judicial Branch / Facilities	
Department Contract Administrator or Grant Coordinator:		Curt J Lefebvre	
(If applicable) Department Reference #:		Penobscot Judicial center – VFD replacement	
Amount: (Contract/Amendment/Grant)	\$ 8861.83	Advantage CT / RQS #:	20230308*1080
CONTRACT	Proposed Start Date:	2/18/2023	Proposed End Date: 2/20/2023
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:		Tribou Property Management	
Brief Description of Goods/Services/Grant:		Replaced the VFD drive and network board on boiler pumps	

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 Variable Frequency Drive (VFD) on pumps # failed, these pumps supply heat to the building. The VFD drive was replaced along with the network board.

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

Tribou Property Management was the only vendor who could get to the PJC within 12 hours to replace the unit so the courthouse wouldn't freeze up

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

A similar VFD was replaced at another courthouse in the last six months, the costs are similar.

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

This was an emergency to restore heat to the courthouse, we can't plan to replace these drives with a competitive bid process.

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 Corliss

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Typed Name:

Dennis Corliss

Date:

2/28/2023

Signature of DAFS
Procurement Official:

DocuSigned by:

William J.E. Allen

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Typed Name:

William J.E. Allen

Date:

3/13/2023

