



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:                     |                      | Judicial Branch/ Facilities |                               |
| Department Contract Administrator or Grant Coordinator: |                      | Kevin Fogg                  |                               |
| (If applicable) Department Reference #:                 |                      |                             |                               |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 8196.00           | Advantage CT / RQS #:       | 20240311*1322                 |
| CONTRACT  | Proposed Start Date: | <b>10/1/2023</b>            | Proposed End Date: 12/31/2023 |
| 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:              |                      | Exactitude, Bangor, ME      |                               |
| Brief Description of Goods/Services/Grant:              |                      | Door Installs               |                               |

### 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.

Emergency door replacements being done in Lewiston DC. Security concerns with exterior doors forced immediate action. The maintenance services are work that can't be completed by the building management Company, this vendor was hired.

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

This was the only vendor who could complete this work in a timely manner.

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

Emergency breakdowns required us to get the most knowledgeable, familiar, and the Vendor who could meet the timeline demands, that we could get considering the circumstances presented to us. The emergency that had developed needed immediate attention and could not wait which required a vendor capable of handling this in a timely manner.

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

Future unanticipated building repairs will be bid out in an RFP with a "not to exceed" amount.

### 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:

*Connor Smith*

755F066F9C634D0...

Typed Name: Connor Smith

Date: 3/11/2024

Signature of DAFS  
Procurement Official:

DocuSigned by:

*William J.E. Allen*

2D5B6E39F57E44A...

Typed Name: William J.E. Allen

Date: 3/13/2024