



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.

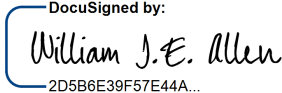
PART I: OVERVIEW
Table with 4 columns and 10 rows containing procurement details such as Department Office/Division/Program, Amount (\$45,011.32), Vendor/Provider/Grantee Name (Graybar Electric Co. Inc.), and Brief Description of Goods/Services/Grant (Emergency Main Breaker Replacement).

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns and 7 rows listing justification options A through L. Option E (Emergency) is checked.

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 Bureau of Motor Vehicle Building main breaker is the same type and age as the main breaker at Harlow Building, 18 Elkins Lane, which catastrophically failed on June 8 th , resulting in total power loss to the building requiring all employees be sent home. it was due to that failure that other breakers were checked. Luckily, at that time, the replacement breaker was immediately available, and a contractor was secured to replace within days. However, this breaker typically has a 8-month lead time, so it is imperative to initiate the replacement now, to avoid a possible catastrophic failure in the Burton M Cross Building.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This is an emergency requirement as this breaker typically has an 8 month lead time, so it is imperative to initiate the replacement now, to avoid a possible catastrophic failure in the Bureau of Motor Vehicle Building.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	This is an emergency need, so the costs were not negotiated, however, the State's master electrician feels this cost is fair and reasonable.
4. Describe the plan for future competition for the goods or services.	In a non-emergency situation, this project would be competitively bid.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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):			
Typed Name:	William J. Longfellow, Director	Date:	3/15/24
Signature of DAFS Procurement Official:			
Typed Name:	William J.E. Allen	Date:	3/18/2024

NOI 0320240303 03/19/2024 - 03/25/2024