



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Department of Administrative & Financial Services (DAFS) Bureau of General Services (BGS)	
Department Contract Administrator or Grant Coordinator:		Linda Greeley 207-624-7314	
(If applicable) Department Reference #:		Sprinkler System Inspection & Backflow Testing; Maintenance & Repair Located at: DDPC, IF&W Building 650 State Street, Bangor, ME 04401	
Amount: (Contract/Amendment/Grant)	\$12,338.89	Advantage CT / RQS #:	CT 18A 20250227*1992 replacing CT 18A 20211007*0988
CONTRACT	Proposed Start Date:	12/1/2024	Proposed End Date: 9/30/2025
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:		ENCORE HOLDINGS LLC dba: SPRINKLER SYSTEMS INC 70 BACON STREET, Pawtucket, RI 02860 VS0000027076	
Brief Description of Goods/Services/Grant:		Quarterly Inspection & Annual Backflow Testing, also to include Maintenance & Repair as needed.	

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 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

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 purpose of this Contract is Quarterly Inspection & Annual Backflow Testing, also to include Maintenance & Repair as needed. The Provider shall complete all work described in the Scope of Inspection Contract attached for Sprinkler Heads and Systems. The Scope of Inspection Contract has been attached to the contract.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
This vendor has been providing services to this Building for 10+ years and is familiar with the history of the system and building. The system is in great need of emergency repair at this time in order to have the System run correctly and safely. The proposal submitted has been attached to the contract.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
The proposed fees have been judged fair based on past experiences with the same vendor.
4. Describe the plan for future competition for the goods or services.
After the contract is expired a n RFP will be issued.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.



PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Elaine Clark	Date:	3/3/2025
Signature of DAFS Procurement Official:			
Typed Name:	Michelle D. Fournier	Date:	3/14/2025