



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:		Maine Judicial Branch - Facilities	
Department Contract Administrator or Grant Coordinator:		Jeremy Gray	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 13,789.09	Advantage CT / RQS #:	20250319*2138
CONTRACT	Proposed Start Date:	4/1/2025	Proposed End Date: 4/15/2025
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:		Kone Inc., Portland, Maine	
Brief Description of Goods/Services/Grant:		Category Five Testing - Elevator	

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 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.	Category Five testing for elevators is mandatory every five years on all elevators. This testing is required for continued use at the Machias District Court. Vendor will supply the labor, tools, and materials for the full-load test. Test will make sure the elevator is capable of carrying its rated (maximum) load at its rated (Maximum) speed.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	A majority of the elevator maintenance, outside of inspections, is handled by Washington County. As part of the agreement for the continued use of County space by the Maine Judicial Branch, the MJB handles some portions of elevator maintenance, mainly the yearly and five year testing. As Washington County has already contracted Kone to conduct significant work on these elevators during the month of April, it is necessary that they conduct the testing as having a second party attempting to do this work would prohibit either party from being able to move forward.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	These costs are in line with the cost for five year testing paid by the MJB at our other court locations throughout the last two years.
4. Describe the plan for future competition for the goods or services.	This testing will be included in the RFPs being put out by the State of Maine for the locations where we are responsible for PM contracts across the State.

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	
<i>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.</i>	
<input checked="" type="checkbox"/> 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):	DocuSigned by: <i>Connor Smith</i> <small>755F066E9C634D0...</small>		
Typed Name:	Connor Smith	Date:	3/19/2025
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	3/21/2025