



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 \$10,000 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), Division of Planning, Design, & Construction	
Department Contract Administrator or Grant Coordinator:		Kristen Haskell	
(If applicable) Department Reference #:		3376 MSP Crime Lab HVAC Improvements	
Agency Department Code:	18A	Advantage CT / RQS #:	CT 20260225*1783
Amount: (Contract/Amendment/Grant)		\$28,000.00	
CONTRACT	Proposed/Original Start Date:	3/2/2026	Proposed/Most Recent End Date: 6/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Breathe Easy Duct Cleaning VC0000264838 946 Horseback Rd. Clinton, ME 04927	
Brief Description of Goods/Services/Grant:		Air Duct & Heat Exchanger Cleaning	
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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	The MSP Crime lab has poor air flow for its HVAC system. Upon investigation, the heat exchangers (HEX) were found to be clogged, and the system needs a duct cleaning to increase flow and improve IAQ.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.	Heat Exchanger cleaning is a specialized process and very few vendors perform this work. I submitted a mini-bid request to three companies. None replied. This company was in the bid, when I reached back out after the bid, they did respond with a proposal to do the work. This work needs to be scheduled and performed prior to the cooling season.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	This proposal was reviewed by the Lead HVAC Technician at the Division of Property Management and deemed reasonable for the work required.
4. Describe the plan for future competition for the goods or services.	We will continue the use of a mini-bid prior to use of sole sourcing.

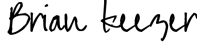
<b>PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS &amp; RECOVERY PLAN (MJRP)</b>	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

<b>PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE</b>	
<i>Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS <a href="#">Title 5, §18</a> and <a href="#">§18-A</a>, in harmony with MRS <a href="#">Title 17, §3104</a>.</i>	
<input checked="" type="checkbox"/> The requesting department’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.	

**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	Signed by:  <small>399A56C0C1F3454...</small>		
Typed Name:	Brian Keezer, BGS Director	Date:	2/25/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

**\*\*OSPS Section Only\*\***

Signature of DAFS Procurement Official:	Signed by:  <small>4C537C52B586437</small>		
Typed Name:	Sterling Doiron	Date:	3/4/2026

## Certificate Of Completion

Envelope Id: 308D7877-4EAA-46C9-BFC7-4DDF21A1F3DB	Status: Completed
Subject: Complete with Docusign: CT 18A 20260225-1783, PJF.pdf	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Disabled	Envelope Originator:
Envelopeld Stamping: Disabled	Sterling Doiron
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	77 State House Station
	111 Sewall Street
	Augusta, ME 04333
	Sterling.Doiron@maine.gov
	IP Address: 71.169.188.88


## Record Tracking

Status: Original	Holder: Sterling Doiron	Location: DocuSign
3/4/2026 12:35:23 PM	Sterling.Doiron@maine.gov	

## Signer Events

Sterling Doiron  
 Sterling.Doiron@maine.gov  
 Sterling Doiron  
 Security Level: Email, Account Authentication (None)

## Signature

Signed by:  
  
 Sterling Doiron  
4C537C52B586437...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 71.169.188.88

## Timestamp

Sent: 3/4/2026 12:35:29 PM  
 Viewed: 3/4/2026 12:35:34 PM  
 Signed: 3/4/2026 12:35:56 PM  
 Freeform Signing

**Electronic Record and Signature Disclosure:**  
 Not Offered via Docusign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent	Hashed/Encrypted	3/4/2026 12:35:29 PM
Certified Delivered	Security Checked	3/4/2026 12:35:34 PM
Signing Complete	Security Checked	3/4/2026 12:35:56 PM
Completed	Security Checked	3/4/2026 12:35:56 PM

## Payment Events

## Status

## Timestamps