



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:		Maine Correctional Center	
Department Contract Administrator or Grant Coordinator:		Joseph Gore	
(If applicable) Department Reference #:			
Agency Department Code:	03C	Advantage CT / RQS #:	20260317000000001465
Amount: (Contract/Amendment/Grant)		\$69,817.54	
CONTRACT	Proposed/Original Start Date:	Proposed/Most Recent End Date:	
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:		W. W. Grainger Portland, Maine	
Brief Description of Goods/Services/Grant:		Metal Lockers	

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. Higher Education 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.

The State Fire Marshal’s Office conducted an inspection of the Maine Correctional Center in Windham. In its inspection report, the Fire Marshal’s Office cited the following violation:

“Violations found as described:

Clothing storage and wooden beds with storage under beds in sleeping areas:

- a. Women’s Center
- b. Dorm 6

NFPA 101: 22.7.2* Combustible Personal Property.

Books, clothing, and other combustible personal property allowed in sleeping rooms shall be stored in closable metal lockers or an approved fire-resistant container.”

The Department has been given a limited amount of time to correct this violation. As part of its corrective action plan, the Department will provide metal lockers for incarcerated residents to store their personal property.

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.

The vendor was able to meet the Department’s specifications for a fire-rated metal locker with correctional system safety features (non-removable metal pieces and secure brackets and braces), the correct dimensions, and the ability deliver before June.

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

The vendor has extended their contract pricing discount under MA – 241025000000000044 for this purchase. The price was comparable to other metal lockers available from the Industrial Supplies MA contracts.

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

The Department will use the competitive process for non-emergency purchases.

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

Does this request utilize ARPA/MJRP funds?

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.

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

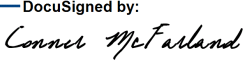
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department’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.

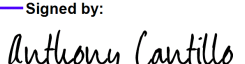
PART VI: APPROVALS

Governor/Department Commissioner or Designee

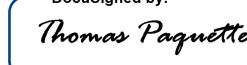
1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	DocuSigned by:  FD522942914A4F8...	
Typed Name:	Conner McFarland	Date: 3/17/2026

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):	Signed by:  8E48CAE00CCD407...	
Typed Name:	Anthony Cantillo	Date: 3/17/2026

****OSPS Section Only****

Signature of DAFS Procurement Official:	DocuSigned by:  249502C7B71A49A...	
Typed Name:	Thomas Paquette	Date: 3/17/2026