



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF 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 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				
Department Office/Division/Program:		Department of Administrative and Financial Services Bureau of General Services		
Department Contract Administrator or Grant Coordinator:		Jill Instasi, BGS Senior PM		
(If applicable) Department Reference #:		3648 Smith Merrill Building Windows		
Amount: (Contract/Amendment/Grant)		\$ 100,000.00	Advantage CT / RQS #:	18A 20230411*2662
CONTRACT	Proposed Start Date:	4/13/2023	Proposed End Date:	12/30/2023
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:		Bagala Wood & Window Works aka Bagala Window Works		
Brief Description of Goods/Services/Grant:		Window Restoration project at the Smith Merrill Building		

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.

The Smith Merrill House which is located adjacent to the Blaine House is in need of some major envelope upgrades one of which involves the old historic windows that are very drafty and, in some instances, cannot be opened. They also contain lead paint.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Based on a Window Restoration list of qualified vendors provided by Maine Historic Preservation Bagala Window Works was the only firm contacted that could meet our schedule for the repairs.

Click or tap here to enter text.

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

The rates are comparable to similar restoration specialists.

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

Luckily the majority of projects allow for replacement vs restoration which is a harder service to come by.

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


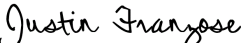
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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):	DocuSigned by:  2D3B27019FF1432...		4/14/2023
Typed Name:	Elaine Clark DAFS Deputy Commissioner	Date:	
Signature of DAFS Procurement Official:	DocuSigned by:  AEED9C7B3A8044E...		
Typed Name:	Justin Franzose	Date:	4/18/2023