



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:		JUDICIAL BRANCH / FACILITIES	
Department Contract Administrator or Grant Coordinator:		CURT J LEFEBVRE	
(If applicable) Department Reference #:		PJC- VFD DRIVE FOR LIEBERT #2	
Amount: (Contract/Amendment/Grant)	\$ 13,400	Advantage CT / RQS #:	20240408*1449
CONTRACT	Proposed Start Date:	4/4/2024	Proposed End Date: 4/9/2024
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:		STICHT PROPERTY MANAGEMENT, LIBERTY, ME	
Brief Description of Goods/Services/Grant:		REPLACEMENT OF THE VFD DRIVE THAT CONTROLS LIEBERT UNIT #2	

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 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

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 VFD drive that controls the Liebert unit #2 has failed and needs to be replaced. Liebert unit #2 supplies cooling to the large data room on the first floor, temp cooling was installed while the repairs were being made, this room cannot overheat.

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

Sticht Property Management was the only company who had the Staff available to immediately do the repair work, this room cannot go without cooling due to the sensitive equipment contained within the room.

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

The cost for the repairs is consistent with what we have paid for similar work at the same location.

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

As this was an emergency, there are no plans for future competition.

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).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

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:
Connor Smith
755F066F9C634D0...

Typed Name: Connor Smith

Date: 4/8/2024

Signature of DAFS
Procurement Official:

DocuSigned by:
William J.E. Allen
2D5B6E39F57E44A...

Typed Name: William J.E. Allen

Date: 4/17/2024