



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:		Administrative Office of Court Facilities, Judicial Branch	
Department Contract Administrator or Grant Coordinator:		Dylan Hanscom, Facilities Engineer	
(If applicable) Department Reference #:		York Judicial Center Emergency Plumbing and HVAC Repairs	
Amount: (Contract/Amendment/Grant)		\$ 5,846.58	Advantage CT / RQS #: 20240412*1483
CONTRACT	Proposed Start Date:	2/28/2024	Proposed End Date: 3/28/2024
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:		Johnson & Jordan, Inc. 18 Mussey Road Scarborough, ME 04074	
Brief Description of Goods/Services/Grant:		The Vendor provided emergency plumbing and HVAC repairs at the York Judicial Center for the following invoice #'s: SD21667, SD21748, SD21786, and SD21797.	

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. 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 mechanical contractor responded to plumbing and mechanical HVAC issues including sewer maintenance to remove debris in manhole #4, jetting of the lines between manholes #4 and #3, pumps #1 shaft alignment and removing shims, WHP#1 alarm resetting and training, and plumbing repairs to an auto flush employee toilet on the third floor.

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

The mechanical contractor I reached out to was able to provide a timely and reasonable proposal for the general services.

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

The cost associated with these general contractor repairs is reflected in the rate and is fair and reasonable.

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

I plan to use competitive bidding for goods and services in the future.

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):	 <small>DocuSigned by: Connor Smith 755F066F9C634D0...</small>	4/12/2024
Typed Name:	Connor Smith	Date: 4/12/2024

Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> <small>2D5B6E39F57E44A...</small>		
Typed Name:	William J.E. Allen	Date:	4/19/2024

NOI 0420240412