



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.

Form with sections: PART I: OVERVIEW, Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT, AMENDMENT, GRANT, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.) Table with options A through L.

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 Department is in the process of refurbishing the Maine State Aquarium (MSA) in time for a Summer 2024 opening. Staffing changes and shortages within DMR require the services described in the accompanying contract to be contracted out. Without the required repairs, the Department will not be able to open to the public in a safe and informative manner. The MSA was closed in 2020 because of the COVID 19 pandemic. Attempts to reopen in 2022 and 2023 were made, and several significant issues impacting visitor safety, animal health and wellbeing, and facility integrity were identified. The MSA serves as a regional draw for Lincoln County and the Boothbay Harbor Region, with 30,000 visitors prior to the pandemic.

#### **Amendment is due to increasing the scope of work needed to complete the work:**

Item #1 -- Remove FRP and existing sheet rock, hang new sheet rock & Tape and Paint in 2 locations on existing exterior walls

Item #2 – Repaint all existing exterior walls and all surface mounted utilities

Item #3 – Scrape, sand, prime & paint all columns and exterior balusters on porch wrapping around the Aquarium

Item #4 – Professional floor cleaning with specialized equipment for the entire welded sheet vinyl floor within the aquarium

Item#5 – Cut and remove existing FRP adjacent to entry door and add composite trim boards per Chris Sullivan Creative revised design

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

The Vendor can perform in-house work in the necessary timeframe to achieve a summer 2024 aquarium opening. Vendor can provide all services needed (building repairs, electrical, and plumbing) to deliver a turnkey product without need, expense, and delay of using individual subcontractors. The vendor is providing services at over a 40% cost reduction for the Department, based on initial quotes. Vendor can leverage previous work in Maine to jump start proposed deliverables and save on costs for Department. Vendor has done similar work at similar local facilities. The vendor is local, thereby reducing costs for site visits, travel time, etc.

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

The negotiated budget with vendor is fair and reasonable given the scope and timing of the project. Vendor is providing services at over a 40% cost reduction for the Department, based on initial quotes. The Vendor can leverage previous work in Maine to jump start proposed deliverables. Vendor is local, thereby reducing costs for site visits, travel time, etc.

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

Once the repairs and renovations are complete and the Maine State Aquarium reopened, there will not be the need to make these renovations again.

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

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

 Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Meredith Mendelson</i> <a href="#">Meredith Mendelson (Apr 18, 2024 12:09 EDT)</a>		
Typed Name:	Meredith Mendelson, Deputy Commissioner of DMR	Date:	4/18/24
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	4/22/2024

# PJF- CT 13A 20240124-2047 Amendment

Final Audit Report

2024-04-18

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