



### PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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:		Department of Administrative and Financial Services (DAFS) Bureau of General Services (BGS)	
Department Contract Administrator or Grant Coordinator:		Linda Greeley 207-624-7341	
(If applicable) Department Reference #:		NA	
Amount: (Contract/Amendment/Grant)	\$ 20,000.00	Advantage CT / RQS #:	RQS 18A 20250401*1407 BGS RQS 13A 20250401*1410 DMR
CONTRACT	Proposed Start Date:		Proposed End Date:
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:		AirTemp, Inc / 20 Thomas Drive, Westbrook, ME 04092 VC1000000989	
Brief Description of Goods/Services/Grant:		Emergency purchase of two new propane furnaces and required installation costs	

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 existing oil furnace used to heat the Carpentry Shop at the Department's Boothbay Harbor lab is no longer functional or serviceable and has become an emergency. The Carpentry Shop is used by the lab's maintenance staff to complete fabrication, painting and carpentry work for programs, boats and vehicle maintenance. After receiving bids from three reputable local contractors, the department needs to proceed with the purchase of two new propane furnaces and required installation costs. BGS is contributing \$20,000 to this purchase and installation.

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

The Department selected this vendor because they were available to begin work immediately. The alternative to an immediate start was the Department renting a mobile forced air furnace at a weekly cost of \$1100 (including fuel) to ensure the building is heated at a minimum level to prevent damage to systems and equipment, which would have increased the project cost substantially.

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

BGS is contributing \$20k and the remainder is covered by Bureau of Marine Science General Fund. The Department received bids from three local contractors and selected the one that provided best value in terms of costs and availability to complete replacement. Lead time was an important factor in this decision given that waiting to replace propane furnances in winter months would have incurred weekly rental costs for a mobile forced air furnace in addition to replacement costs. The Department requested and was granted a waiver of the 30-day wait period for the financial order MAR00-0066 for capital allotment on the DMR contribution to this project.

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

The Department works with BGS on public improvement projects to ensure consistency with procurement policy, and seeks guidance in emergency situations. If additional components of the heating system need to be replaced, the Department will work with Procurement and BGS to undertake a full competitive process in any non-emergency situation.

### 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.


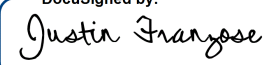
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Elaine Clark Deputy Commissioner	Date:	3.31.25
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>AEED9C7B3A8044E...</small>		
Typed Name:	Justin Franzose	Date:	4/1/2025