



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:	Education/EUT		
Department Contract Administrator or Grant Coordinator:	Gary Lewis		
(If applicable) Department Reference #:	N/A		
Agency Department Code:	05C	Advantage CT / RQS #:	20260303*1831
Amount: (Contract/Amendment/Grant)	\$ 154,800.00		
CONTRACT	Proposed/Original Start Date:	4/16/2026	Proposed/Most Recent End Date: 8/31/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	The Allen Co. LLC. Presque Isle, ME		
Brief Description of Goods/Services/Grant:	To restore building to habitable conditions following mold remediation and prolonged nonuse.		

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. Higher Education 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 Kingman House sustained significant mold contamination requiring professional remediation services. During the remediation process, several interior doors and portions of walls were necessarily removed to fully address the mold intrusion and prevent further spread. As a direct result of this remediation work, multiple areas of the structure are now exposed to the elements, creating urgent risks to the property's structural integrity and habitability.

#### Urgency & Scope of Need

The property requires immediate restoration work to:

- Prevent further structural deterioration caused by weather exposure (moisture, temperature fluctuation, wind, and pests)
- Restore the building envelope to a sealed, weather-tight condition
- Repair or replace removed doors, wall sections, and any associated framing, insulation, finishes, and boiler work
- Return the property to a safe and habitable condition in compliance with local building codes and health standards

Delay in completing this restoration work would result in accelerating damage to the structure, increased costs, and continued uninhabitability of the property. Prompt engagement of a qualified restoration contractor is essential to protect the asset and restore the property to a livable condition.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The selected vendor was chosen based on the following criteria:

- Experience in post-remediation restoration
- Availability to mobilize quickly given the time-sensitive nature of the damage
- Proper licensing, and insurance for the scope of work required
- Competitive and reasonable pricing relative to the scope and urgency of the project

The EUT reached out to several local vendors such as Gray's Custom Builders, Allen Hanscom Construction, Jerome Emory Landscaping/Construction and The Allen Co.. The Allen Co. was the only vendor willing to submit a bid.

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

Rates are comparable to similar recent EUT projects such as the upgrades to the Edmunds and Kingman school as well as the ongoing Connor School building upgrades.

**PART III: SUPPLEMENTAL INFORMATION**

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

As long as there is not an emergency need, the EUT will always use the formal competitive process for this level of cost and type of work. This work under this contract should be a one-time need.

**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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting  
Department's Commissioner  
(or designee):

*Pender Makin*

Typed Name:

Pender Makin, Commissioner

Date:

4/15/2026


2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting  
Department's Commissioner  
(or designee):

*Pender Makin*

Typed Name:	Pender Makin, Commissioner	Date:	4/15/2026
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**\*\*OSPS Section Only\*\***

Signature of DAFS Procurement Official:	Signed by:  41C2BA36FAF44CD...		
Typed Name:	kathy blais	Date:	4/27/2026

### Certificate Of Completion

Envelope Id: B5DAEC37-32A7-4C89-B73B-722B2CD51611	Status: Completed
Subject: Complete with Docusign: Allen Co.(PJF).docx	
Source Envelope:	
Document Pages: 4	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Pender Makin
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Pender.Makin@maine.gov
	IP Address: 20.236.201.102

### Record Tracking

Status: Original	Holder: Pender Makin	Location: DocuSign
4/15/2026 12:36:49 PM	Pender.Makin@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	

### Signer Events

Pender Makin  
 Pender.Makin@maine.gov  
 Commissioner  
 Carahsoft OBO Maine Department of Education  
 Security Level: Email, Account Authentication (Optional)

### Signature

  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 198.182.163.121

### Timestamp

Sent: 4/15/2026 12:36:50 PM  
 Viewed: 4/15/2026 12:36:54 PM  
 Signed: 4/15/2026 12:37:34 PM  
 Freeform Signing

**Electronic Record and Signature Disclosure:**  
 Not Offered via Docusign

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

### Witness Events

### Signature

### Timestamp

### Notary Events

### Signature

### Timestamp

### Envelope Summary Events

### Status

### Timestamps

Envelope Sent	Hashed/Encrypted	4/15/2026 12:36:50 PM
Certified Delivered	Security Checked	4/15/2026 12:36:54 PM
Signing Complete	Security Checked	4/15/2026 12:37:34 PM
Completed	Security Checked	4/15/2026 12:37:34 PM

### Payment Events

### Status

### Timestamps