



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:		Department of Corrections as the Bolduc Correctional Facility		
Department Contract Administrator or Grant Coordinator:		Bob Walden		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 27,890.00	Advantage CT / RQS #:	RQS 03A 20220502*1275
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:		Daniels Equipment Company, Auburn, NH		
Brief Description of Goods/Services/Grant:		Commercial Laundry Equipment Sales and Service		

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.

Urgent removal and replacement of severely damaged facility laundry equipment caused by a fire at the Bolduc Correctional Facility (1-Washer and 1-Dryer Heavy Duty Commercial Grade)

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

Only known and responding vendor with capabilities to cover all the needs of this project from damaged equipment removal to providing new commercial grade replacement washer and dryer installations.

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

The cost quote is below what was anticipated and fully believed to be a more than fair market value.

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

The Maine Department of Corrections and the Bolduc Correctional Facility remain committed to exploring alternative competitive products and services whenever possible, particularly with Maine based companies.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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:

Randall Liberty, Commissioner

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Typed Name:

Randall Liberty, Commissioner

Date:

5/2/2022

Signature of DAFS
Procurement Official:

DocuSigned by:

Martha Verhille

891CE7A1493D45B...

Typed Name:

Martha Verhille

Date:

5/3/2022

