



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:		DAFS ~ Bureau of General Services	
Department Contract Administrator or Grant Coordinator:		Linda Greeley 207-624-7314 207-441-7464 (mobile)	
(If applicable) Department Reference #:		Bangor, Dorothea Dix Psychiatric Center Campus	
Amount: (Contract/Amendment/Grant)	\$ 126,350.00	Advantage CT / RQS #:	CT 18A 20190924*0996
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	11/1/2019
	Previous End Date:	New End Date:	10/31/2023
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Facilities Support Group, LLC 137 Bennett Drive, Suite 2 Caribou, ME 04736 VS0000022131	
Brief Description of Goods/Services/Grant:		The purpose of this Contract is to provide the following services to tenants on the Dorothea Dix Campus in Bangor, ME; in the following locations; IF&W Building, DEP Response Garage & the Technician area, F Building and H Building. HVAC Service, Repairs & Preventative Maintenance.	
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 checked="" type="checkbox"/>	B. Amendment #3, add funds, extend date	<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 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 purpose of this contract is to provide HVAC services to the tenants located at the Dorothea Dix Psychiatric Center, Bangor Maine in the following locations: IF&W Building, DEP Response Garage & Technician Area, F Building and H Building.

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

PQVL 201906099 3rd Renewal.

Facilities Support Group. LLC is the only bidder from the Pre-Qualified Vendor List that provides these services in this region.

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

The proposed hourly rates, not-to-exceed fee contract has been judged fair based on past experience with the same vendor.

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

After the 3rd renewal for has been exhausted, an RFP will be issued again.

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:

Elaine Clark

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Typed Name:

Elaine Clark,
Deputy Commissioner of DAFS

Date: 5/2/2022

Signature of DAFS
Procurement Official:

DocuSigned by:

Justin Franzose

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Justin Franzose

Typed Name:

Date: 5/10/2022