



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: | | Judicial Branch / Facilities | |
| Department Contract Administrator or Grant Coordinator: | | Kevin Fogg | |
| (If applicable) Department Reference #: | | Lewiston DC Janitorial | |
| Amount: (Contract/Amendment/Grant) | \$ 14,448 | Advantage CT / RQS #: | 20230512*1394 |
| CONTRACT | Proposed Start Date: | 4/1/2023 | Proposed End Date: 5/31/2023 |
| 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: | | Clean Work Services, Bangor, ME. | |
| Brief Description of Goods/Services/Grant: | | Janitorial Services for Lewiston DC | |

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 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 Judicial Branch requires janitorial services at Lewiston DC to maintain a clean and sanitary environment for the Public and Staff.

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

The original contract, RFP #201708140 ran out in March 2023 and needed a new RFP. RFP (#202304078) is waiting final bids MAY 16 and will be in place June 1, 2023. We are seeking a 2 month extension to pay the 2 months we missed (April and May) and to get the new RFP in place June 1, 2023.

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

This was an approved RFP #201708140

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

Open bidding on a new RFP is presently taking place.

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

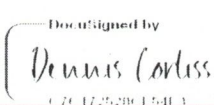
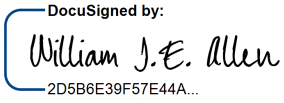
Does this request utilize ARPA/MJRP funds?

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): |  | | |
| Typed Name: | Dennis Corliss | Date: | 5/12/2023 |
| Signature of DAFS Procurement Official: |  | | |
| Typed Name: | william J.E. Allen | Date: | 5/26/2023 |

