



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:		Charles St. Pierre	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 10,173.09	Advantage CT / RQS #:	20240509*1604
CONTRACT	Proposed Start Date:	2/26/2024	Proposed End Date: 4/8/2024
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:		Siemens Industry, Inc. c/o Citybank, PO Box 2134, Carol Stream IL 60132-2134	
Brief Description of Goods/Services/Grant:		Repair of radiator	

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.

Small pin hole made its way through a piping for a radiator, causing water to spray and leak onto the floor and behind the walls of the OIT work room on the lower level with minimum damage.

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

This emergency PJF was to repair the radiator piping. Without this repair the building could not maintain comfortable heating levels in this area. This is outside of the regular contract. We are working on putting out an RFP for emergency services for future situations like this.

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

The Judicial Branch has established market hourly rates and parts markup percentages for these services. Vendors will be required to adopt these rates in the contract. The Judicial Branch has extensive experience with procuring these services and the rates are based on existing contracts and the provision of services.

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

The Judicial Branch has provided a short and long term procurement plan to procurement services and reached agreement with the APOC. These short-term contracts will be followed by an RFP for these services for a variety of facilities maintenance and repair services. The estimated start date for the service contracts after the competitive bid process is 7/1/2024.

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: APPROVALS

The signatures below indicate approval of this procurement request.

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

DocuSigned by:

Connor Smith

755F066F9C634D0...

Typed Name:

Connor Smith

Date:

5/9/2024

Signature of DAFS
Procurement Official:

DocuSigned by:

Michael McNeil

7008796FB36A449...

Typed Name:

Michael McNeil

Date:

5/14/2024

NOI 0520240556