



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 Administrative and Financial Services, Bureau of General Services	
Department Contract Administrator or Grant Coordinator:		William Longfellow	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 20,000.00	Advantage CT / RQS #:	CT 18A 20240514*3222
CONTRACT	Proposed Start Date:	5/20/2024	Proposed End Date: 6/21/2024
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:		Knowles Industrial Services Corp 295 Portland Road Gorham, ME 04038 VC1000051308	
Brief Description of Goods/Services/Grant:		Invasive testing of the Parking Garage.	

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.

In the summer of 2023, BGS had an assessment of the Parking Garage completed to determine if it was at the end of its useful life and or still safe to use. The firm's results showed that the garage was in fair to poor condition. In addition, BGS received two reports in the last six months of small pieces of concrete breaking off the garage structure and falling. These pieces were not large but would have caused injury if it had hit someone. Because of safety concerns and due to the risk of someone being injured from falling concrete, BGS made the decision to close the garage pending further testing. BGS consulted with a structural firm to further evaluate the garage and determine if it was safe to reopen. This second firm reviewed the results of the first study and recommended additional invasive testing as the results were inconclusive. The nature of the recommended testing is specialized because the concrete has to be cut or jackhammered out in a way that does not cut or damage the steel cables within the concrete. The concrete has to be removed so that the steel cabling within the concrete can be examined. This is specialized work that not any contractor can do. The firm who did the second study recommended using Knowles Industrial Services.

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

This second firm recommended additional invasive testing. The nature of the testing is specialized work. Special equipment operated by experienced crews is used to cut and jackhammer the concrete deck in certain locations where there are underlying steel cabling. The concrete has to be cut or jackhammered in a way that does not cut or damage the steel cables buried within the concrete. This is not work that you want to hire any company for and would want to seek out a company known for their expertise in this area. The engineer firm recommended using Knowles Industrial Services for this work. Finding the right people to evaluate the garage is very important because we want to get the most accurate assessment and make the best decision about the garage based upon safety of the users. Knowing that the garage is safe or not, is the most important result and having the recommended company do this work is important.

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

The engineering firm, Thornton Tomasetti, based upon their experience with approximating similar work, provided an estimate of \$15,000 to \$20,000 for this work. This is based upon a cost of \$300 per square foot which is a fair and reasonable cost. The cost would be greater for a contractor mobilizing from farther away. The selected contractor would be mobilizing from a project in the same area.

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

This is a one-time investigation to determine if the parking garage is safe to use. Determining the risk to users of the parking garage is of utmost importance, which makes completing this project very time sensitive. As such, the State is not seeking a competitive bid.

**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: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

 Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2](#).**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>William Longfellow</i> DB8A2BC870E9407...		
Typed Name:	William Longfellow	Date:	5/22/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	5/23/2024