



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
Table with 4 columns: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, Proposed Start Date, Proposed End Date, Original Start Date, Effective Date, Previous End Date, New End Date, Project Start Date, Grant Start Date, Project End Date, Grant End Date, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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 Department of Marine Resources - Bureau of Marine Patrol is a state law enforcement agency responsible for investigative and protective services work involving the enforcement of marine resource conservation laws, rules, and regulations within the jurisdiction of the Maine Marine Patrol. Responsibilities include patrolling an assigned coastal area and protecting marine resources, coastal property, and the public. Work includes investigating complaints and incidents; enforcing motor vehicle and other laws; response to crimes in progress; and enforcing Maine statutes, which include misdemeanor and felony crimes.

To carry out the responsibilities of the Bureau of Marine Patrol, we maintain an extensive fleet of vessels. The patrol vessel, *Endeavor* is stationed in Boothbay Harbor. This vessel is a forty-two-foot Calvin Beal lobster boat valued at more than \$800,000. Due to the electrical systems on the *Endeavor*, it is necessary that we keep a constant electrical supply to the vessel through a commonly used shore-tie system. This vessel is essential to protecting marine resources and responding to life saving events. Without the electrical feed to the vessel, our ability to respond is greatly hampered.

Previously, we kept the patrol vessel, *Monitor* on this dock before replacing it with the *Endeavor*. The *Monitor* experienced a catastrophic fire that originated at the shore-tie plug in. Recently, while the *Endeavor* was plugged in there was another catastrophic electrical problem at the shore-tie plug in where the plug melted due to extreme heat. Fortunately, the plug did not catch on fire, and we narrowly avoided a catastrophe. The current electrical supply is a 100 amp service, and the wire going from the panel is ten-gauge wire. After the system was inspected it was determined that the current electrical system is grossly undersized, which has most likely caused both events. The necessary changes to the system include the following: The service needs to be changed to a ground fault panel; a one-hundred-amp shunt-trip circuit breaker with enclosure needs to be added; a 100 amp feeder cable inside the building needs to be installed; a 100 amp type-G cable must be installed from the building to the dock; and a new 30/20/50 amp pedestal must be installed.

The Bureau of Marine Patrol must immediately arrange for repair work to be completed to be able to safely place the vessel back in service.

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

The listed vendor has repair and maintenance history at the Boothbay Harbor facility and is a certified electrical contractor. Electrical Systems of Maine has an electrician on staff who primarily develops marine electrical designs and completes diagnostics and repairs in the marine environment.

PART III: SUPPLEMENTAL INFORMATION

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

The selected vendor is a reputable company whom we have utilized for timely and routine repairs to the Boothbay Harbor facility numerous times in the past. **Electrical systems of Maine provided a quote for the work, which was split into two sections. The first section accounted for the work that needs to be done immediately, and the second portion of the quote is for the remainder of the work that is not part of the emergency repair. My intent for the second portion of the scope of work was to go through a competitive process.** In attempting to secure a capable electrical company, to complete the emergency repair, we reached out to Ben King and Son, Target Electric Corp, and Bath Electric. These companies were all contacted to solicit quotes on this repair, and all declined to provide a quote.

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

Most repair and maintenance work at the Bureau's facilities go through the State of Maine competitive bid process. We plan to utilize this process on all projects where feasible.

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):	 Meredith Mendelson (May 13, 2024 17:59 EDT)		
Typed Name:	Meredith Mendelson, Deputy Commissioner of DMR	Date:	5/13/24
Signature of DAFS Procurement Official:	 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	5/30/2024

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Final Audit Report

2024-05-13

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