



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Corrections/MVCF/		
Department Contract Administrator or Grant Coordinator:		Chad W. Cooper		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 35988.64	Advantage CT / RQS #:	03A 20250505*1627	
CONTRACT	Proposed Start Date:	5/1/2025	Proposed End Date:	6/30/2025
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:		CMR ME LLC Corinth, Maine		
Brief Description of Goods/Services/Grant:		Replace evaporators and condensers for walk in coolers.		

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.

Food Services at Mountain View Correctional Facility have an emergent need to replace evaporators and condensers on three of our aging walk-in coolers. Due to these failing components, the coolers are unable to operate efficiently and are unable to keep food within the required temperatures for safe food handling. The current evaporators and condensers have been repaired multiple times in the past and are beyond further repair, necessitating complete replacement.

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

This is an emergency request due to the urgent need to keep the food at the required temperatures. The selected vendor has worked on the cooler systems before and is readily available to do the required work within the requested time frame.

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

As noted above, this is an emergency request to repair/replace refrigeration system components to make sure that the system is working correctly to ensure safe food handling temperatures. We requested a quote and the vendor provided one which appears to be fair and reasonable.

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

For future equipment needs, the facility will identify aging equipment and use the competitive process to replace the equipment before it is an emergent need.

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


Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<div>Signed by:  <small>8E48CAE00CCD407...</small></div>		
Typed Name:	Anthony Cantillo	Date:	5/5/2025

Signature of DAFS Procurement Official:	<div>DocuSigned by:  <small>891CE7A1493D45B...</small></div>		
Typed Name:	Martha verhille	Date:	5/6/2025