



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Marine Resources/Bureau of Marine Science	
Department Contract Administrator or Grant Coordinator:		HQ-Finance/Jarrold Desjardins	
(If applicable) Department Reference #:			
Agency Department Code:	13A	Advantage CT / RQS #:	2026043000000002289
Amount: (Contract/Amendment/Grant)	\$98,280		
CONTRACT	Proposed/Original Start Date:	5/1/2026	Proposed/Most Recent End Date: 4/30/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		AirTemp Inc, Westbrook, Maine	
Brief Description of Goods/Services/Grant:		Replace Exhaust Fans 12 and 13	

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 checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. Higher Education 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 exhaust fans in the Boothbay lab are failing and have failed; the hoods are badly rusted to the point where it is leading to failures. These fan units exhaust the caustic chemicals from Laboratories. It is imperative that we replace exhaust fans 12 and 13 as these serve the Lab exhaust systems.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The selected vendor is able to provide both exhaust fans, instead of just one, while staying within our budget of \$100,000. The vendor is providing units that will be lower horsepower which in turn will save energy.

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

The pricing for both replacement units is competitive and represents fair market value, particularly given that these are custom-designed, special-order systems. The incumbent HVAC vendor, Johnson and Jordan, was provided a one-year opportunity to submit a bid but did not present any pricing for consideration.

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

The department will consider bidding such projects in future.

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Meredith Mendelson</i> Meredith Mendelson (Apr 30, 2026 16:00:47 EDT)	
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Typed Name:	Meredith Mendelson, Deputy Commissioner	Date:	04/30/2026
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2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):	<i>Carl Wilson</i> Carl Wilson (Apr 30, 2026 16:58:55 EDT)	
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Typed Name:	Carl Wilson, Commissioner	Date:	04/30/2026
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****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by:  41C2BA36FAF44CD...	
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Typed Name:	Kathy Blais	Date:	5/5/2026
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PJF CT 13A 20260430-2289

Final Audit Report

2026-04-30

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