



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:	Office of Court Facilities, Judicial Branch		
Department Contract Administrator or Grant Coordinator:	Dylan Hanscom, Facilities Engineer		
(If applicable) Department Reference #:	Emergency IT room repairs at the Waterville District Court		
Amount: (Contract/Amendment/Grant)	\$ 13332.24	Advantage CT / RQS #:	20230524*1470
CONTRACT	Proposed Start Date:	4/18/2023	Proposed End Date: 4/18/2023
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:	AAA Energy Service Co. P.O. Box 908 Scarborough, ME 04070-0908		
Brief Description of Goods/Services/Grant:	The inadequate ventilation and controls to the IT/AV room caused temperatures to reach levels that would degrade equipment. The installation of a dedicated 24,000 BTU ductless cooling unit isolated from the Clerk's Office RTU zone was warranted.		

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 order to reduce the temperature of the IT/AV Room due to not being on a isolated zone and IT equipment heat loads; AAA Energy Service installed a new breaker in the existing panel and supplied a 24,000 BTU Ductless Cooling Unit with outdoor unit mounted on the back-of-house exterior wall. The indoor unit has a pump that drains to the BOH mounted unit. The installation was completed outside of regular business hours due to the mechanical piping needing to be fun over the suspended ceiling in corridor and Judges Chambers.

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

The vendor that was selected is preventative maintenance provider for the Owner and has a historical knowledge of the buildings HVAC system. The temperature rose to 94 degrees and exhausting or venting the IT room led to issues with the Clerk's Office and employees' complaints. The AV equipment in this IT room provides the dedicated courtroom servers and is critical to day-to-day operations. The emergency installation of a dedicated ductless cooling unit is crucial to maintaining IT equipment longevity and daily courtroom activity.

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

The negotiated cost of the installation of a dedicated ductless cooling unit is reasonable and fair due to the request for after hour installation and marker value.

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

The plan for goods and services will be the competitive bidding process, which is available for public bidding.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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: <i>Dennis Corliss</i> C7C172528CF54F3...		5/30/2023
Typed Name:	Dennis Corliss	Date:	
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39E57E44A...		
Typed Name:	William J.E. Allen	Date:	6/6/2023

NOI 0620230554 06/06/2023 - 06/12/2023