



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:		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 Somerset County Courthouse	
Amount: (Contract/Amendment/Grant)	\$ 20,770.50	Advantage CT / RQS #:	20230531*1493
CONTRACT	Proposed Start Date:	3/29/2023	Proposed End Date: 6/9/2023
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 condenser unit for one of the two prior existing ductless cooling units at the Somerset County Courthouse became unrepairable and needed a replacement. Both units are approaching 20 years old and need emergency repairs. AAA Energy supplied and installed two ductless cooling units to the IT Room at the Somerset County Courthouse.	

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.	
The IT/AV Room at the Somerset County Courthouse was only operating with one 24,000 BTU unit and repairing the existing condenser unit became unattainable. AAA Energy removed and replaced one unit at a time to provide some cooling to the IT Room. AAA Energy supplied and installed two Mitsubishi Cooling units, attached to existing power, and ran new piping to the units.	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
The inability to repair the condenser unit on the older ductless cooling unit warranted an emergency replacement. The potential inability to repair the other older ductless cooling unit led to both units being replaced with new units. The replacements were done in stages to keep minimum cooling available and to avoid interruptions and added costs.	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
The negotiated cost of replacing two ductless cooling unit is reasonable and fair for supply and installation at market value. The provider is able to reuse existing power supply and the cost reflects this request.	
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?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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> C7C472528C654F3...	5/31/2023	
Typed Name:	Dennis Corliss	Date:	5/31/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B8E30F67E44A...		
Typed Name:	William J.E. Allen	Date:	6/6/2023

NOI 0620230559 06/06/2023 - 06/12/2023