



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: | | Department of Marine Resources, Bureau of Marine Science | |
| Department Contract Administrator or Grant Coordinator: | | Bethany Trussell / Michael Erwin | |
| (If applicable) Department Reference #: | | N/A | |
| Amount: (Contract/Amendment/Grant) | \$6,049.45 | Advantage CT / RQS #: | 13A 20230612000000001546 |
| CONTRACT | Proposed Start Date: | 3/20/2023 | Proposed End Date: 6/30/2023 |
| 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: | | F.W. Webb- VC1000029957 | |
| Brief Description of Goods/Services/Grant: | | Emergency repairs to seawater system | |

| 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.

There is an immediate need to repair the integrated seawater associated with the Maine State Aquarium located in West Boothbay Harbor. Existing sealines have failed and need to be replaced in order to restore operation of the system. Without a functioning system, it is not possible to sustain animal wellbeing and health. Animals are currently being housed in a temporary set up; this arrangement can only be relied upon for a short timeframe.

The Department has received emergency supplemental funds to expedite repairs to the Maine State Aquarium (MSA) to facilitate opening in Summer 2023. Without the required repairs, the Department will not be able to open to the public in a safe and informative manner. The MSA was closed in 2020 as a result of the COVID 19 pandemic, upon an attempted reopening in 2022, several significant issues impacting visitor safety, animal health and wellbeing, and facility integrity were identified.

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

The vendor agreement provides the necessary parts and repairs to restart the seawater system. Emergency supplemental funds provided by LD-206 to facilitate the refurbishment of the Maine State Aquarium. LD-206 indicates a reopen deadline in the Summer of 2023. Due to the shortened timeline, and the fact that the system has immediate repairs needed, this vendor is uniquely equipped to supply the requires plumbing to get the system fully functioning to keep the animals alive and healthy.

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

Costs are in line with other companies; this vendor has the needed equipment in stock and can ship immediately. This vendor is in New England and the shipping costs and time benefit the Stat and the need.

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

This is a one-time need bases on equipment failure and the need to replace.

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): |  | | |
| Typed Name: | Meredith Mendelson, Deputy Commissioner | Date: | 6/13/23 |
| Signature of DAFS Procurement Official: | DocuSigned by:  | | |
| Typed Name: | William J.E. Allen | Date: | 6/14/2023 |