



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:		Judicial Branch / Facilities	
Department Contract Administrator or Grant Coordinator:		Charles St. Pierre	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$1,005.98	Advantage CT / RQS #:	20230628*1632
CONTRACT	Proposed Start Date:	5/19/2023	Proposed End Date: 6/8/2023
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:		Target Electric Corporation, Gardiner ME	
Brief Description of Goods/Services/Grant:		Electrical work completed at the Capital Judicial Center.	

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.

Invoice # 8878. Target Electric came in to investigate why the lights were not working. Fixed faulty switch that was arcing. Parts and labor came to \$86.75 Invoice #8888 Replaced emergency light relay. Parts and labor \$919.23

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

Target Electric were selected due to their familiarity with the courthouse and their response time.

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

The procurement threshold being reached, we will follow the procurement process for the following years since we know it will be at this level or higher.

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

Future unanticipated building maintenance repairs will be bid out on an RFP with a "not to exceed" amount.

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>Charles St. Pierre</i> R18E5B0882E0405	
Typed Name:	Charles St. Pierre	Date: 6/27/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Amy Quinlan</i> 5D84E9ECC805421	
Typed Name:	Amy Quinlan	Date: 6/27/2023

