



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:		DOC/MVCF	
Department Contract Administrator or Grant Coordinator:		Chad Cooper	
(If applicable) Department Reference #:		NA	
Amount: (Contract/Amendment/Grant)	\$ 6748.50	Advantage CT / RQS #:	03E 20240603*1732
CONTRACT	Proposed Start Date:	5/29/2024	Proposed End Date: 6/28/2024
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:		Fastco Corporation 675 West Broadway, Lincoln, Maine 04457	
Brief Description of Goods/Services/Grant:		Boiler valve repairs on 2 boilers that are currently failing and leaking water.	

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.

Valves on two minimum unit wood/steam boilers have failed and are leaking water. If the valves completely fail, the boilers will be inoperable and could cause significant damage to the boilers.

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

Fastco has the qualifications/certifications to make these types of repairs to this particular type of boiler. The valves that need repair are on wood fired steam boilers which our staff are not licensed to work on.

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

Fastco provided a quote for the work which we found to be fair and reasonable given the nature of the repair parts and service.

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

DOC will follow the procurement rules when obtaining these services in the future. These particular repairs necessitated an emergency procurement to ensure the boilers not only remain operable but to also avoid potential damage should the valves completely fail.

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) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

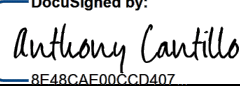
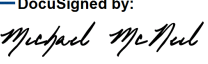
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  <small>8E48CAE00CCD407</small>		
Typed Name:	Anthony Cantillo, Deputy Commissioner	Date:	6/3/2024
Signature of DAFS Procurement Official:	DocuSigned by:  <small>7008790FB30A449...</small>		
Typed Name:	Michael McNeil	Date:	6/6/2024

NOI 0620240660