



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Department of Administrative & Financial Services (DAFS) Bureau of General Services (BGS), Division of Planning, Design, & Construction	
Department Contract Administrator or Grant Coordinator:		Kristen Haskell	
(If applicable) Department Reference #:		3842 Replace Lobby and Employee Entrance Doors	
Agency Department Code:	18A	Advantage CT / RQS #:	CT 20260515*2604
Amount: (Contract/Amendment/Grant)		\$48,300	
CONTRACT	Proposed/Original Start Date:	5/19/2026	Proposed/Most Recent End Date: 8/28/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		PMG GLAZING INC. ~ VS0000031315 6 Stonewall Lane, Billerica, MA 01821	
Brief Description of Goods/Services/Grant:		Ellison Bronze Balanced Door Service	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice

☐	F. Higher Education Cooperative Project	☐	L. Other Authorization
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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 doors at the Bureau of Motor Vehicles have not been serviced in over 25 years; they are in need of either service or replacement. The existing doors are Ellison Bronze balanced doors, which are very specialized and quite expensive. We are opting to do a full service on all of the doors instead of a full replacement.	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.	
There are very few vendors who are authorized to work on these doors. We reached out to both vendors who'd serviced these doors in New England. This vendor was the only one willing to come to Maine and work on the BMV doors as well as the statehouse, which will be in a separate PJF	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
This quote was reviewed by the BGS DPDC Chief Engineer & the PMD ISSS/Locksmith Manager, both of whom found the quotation reasonable for the requested services.	
4. Describe the plan for future competition for the goods or services.	
We will continue the use of a mini bid prior to the use of sole sourcing in all future work.	

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) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.	
☒ No – If No, proceed to Part V.	

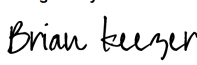
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A , in harmony with MRS Title 17, §3104 .	
☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their	

knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

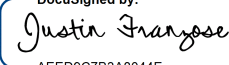
1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	Signed by:  393A58C0C1F3454...		
Typed Name:	Brian Keezer, BGS Director	Date:	5/19/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

OSPS Section Only

Signature of DAFS Procurement Official:	DocuSigned by:  AEED9C7B3A8044E...		
Typed Name:	Justin Franzose	Date:	6/9/2026