



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:		Karen – Maine Correctional Center	
Department Contract Administrator or Grant Coordinator:		Karen Yeaton, Deputy Warden	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 15,800	Advantage CT / RQS #:	RQS 03A 20230714*0114
CONTRACT	Proposed Start Date:	7/17/2023	Proposed End Date: 8/31/2023
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:		Johnson Controls 30 Thomas Drive Westbrook, ME 04092-3824	
Brief Description of Goods/Services/Grant:		Emergency replacement of condenser coil on roof top unit 3 (Maine Correctional Center) which has failed. This quote is for labor and necessary materials to replace the coils.	

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.

Emergency services needed for replacement of condenser coil on roof top unit 3 (Maine Correctional Center) which has failed. This quote is for labor and necessary materials to replace the coils. There is currently no AC in the visit room of this area and is necessary to fix during these hot days.

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

Vendor has the current contract with the Department of Corrections.

CT 03A 20200317*2529

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

Funds will come from MCC's all other budget. No negotiating took place as this is an emergency need.

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

If non-emergent and not already under contract, several vendors (if available) will be called to receive estimates.

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:
Anthony Cantillo
8E48CAE00CCD407...

Typed Name:

Anthony Cantillo

Date:

7/13/2023

Signature of DAFS
Procurement Official:

DocuSigned by:
William J.E. Allen
2068E30F67E44A...

Typed Name:

william J.E. Allen

Date:

7/19/2023

