



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:	Corrections – Long Creek Youth Development Center			
Department Contract Administrator or Grant Coordinator:	Chris Maria			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 15,038.44	Advantage CT / RQS #:	RQS 03A 20230726*0165	
CONTRACT	Proposed Start Date:	7/21/2023	Proposed End Date:	7/31/2023
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:	Trane U.S. Inc.; Westbrook, Maine			
Brief Description of Goods/Services/Grant:	Replace (4) AC Compressors at Long Creek Youth			

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 checked="" 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.	AC failure has occurred on several units at Long Creek Youth. Each unit has two AC units assigned to them. One cools and heats the day room, offices and the adjoining classrooms. The other one cools and heats the pods and the bedrooms. In each of those units, there are two compressors. The problem has been diagnosed as needing 4 compressors to remedy the situation.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This is an emergency request as climate control is a critical need in this institutional setting for troubled youth. The AC units in need of repair are Trane units so the need for Trane compressors is also proprietary. DOC will procure the needed compressors and we will execute a separate contract with our maintenance provider (Siemens) to install them.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The maintenance chief from Long Creek solicited a quote from Trane. It is significantly less money for DOC to purchase the compressors separately versus having the installer purchase them and add their mark up.
4. Describe the plan for future competition for the goods or services.	This is an emergency request. The units in need of repair are Trane units so the need for Trane compressors is also proprietary.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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:	Randall Liberty, Commissioner
Date:	7/25/2023
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> DocuSigned by:  <small>249502C7B71A49A...</small> </div>

Typed Name:	Thomas Paquette	Date:	7/26/2023