



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:		Administrative Office of Court Facilities, Judicial Branch	
Department Contract Administrator or Grant Coordinator:		Dylan Hanscom, Facilities Engineer	
(If applicable) Department Reference #:		York Judicial Center Emergency Pump Repairs and Sewer Maintenance	
Amount: (Contract/Amendment/Grant)	\$ 8,798.59	Advantage CT / RQS #:	20240531*1716
CONTRACT	Proposed Start Date:	4/17/2024	Proposed End Date: 6/14/2024
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:		Johnson & Jordan, Inc. 18 Mussey Road Scarborough, ME 04074	
Brief Description of Goods/Services/Grant:		The Vendor provided emergency pump repairs and sewer maintenance at the York Judicial Center for the following invoice #'s: SD22186 and SD22079.	

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 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.	
The plumbing contractor responded to an emergency submersible pump repair in the employee elevator shaft and performed sewer maintenance to remove debris in manhole #2.	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
The plumbing contractor I reached out to was able to provide a timely and reasonable proposal for the general services.	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
The cost associated with these general contractor repairs is reflected in the rate and is fair and reasonable.	
4. Describe the plan for future competition for the goods or services.	
I plan to use competitive bidding for goods and services in the future.	

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<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):	DocuSigned by: <i>Connor Smith</i> 766F066F9C634D0...
Typed Name:	Connor Smith
Date:	6/3/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>Michael McNeil</i> 7008796FB36A449...

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Typed Name:	Michael McNeil	Date:	7/9/2024

NOI 0720240790