



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:		Maine Correctional Center		
Department Contract Administrator or Grant Coordinator:		William Sinclair		
(If applicable) Department Reference #:				
Agency Department Code:	03C	Advantage CT / RQS # :	20260629*2026	
Amount: (Contract/Amendment/Grant)	\$17,383.76			
CONTRACT	Proposed/Original Start Date:	6/29/2026	Proposed/Most Recent End Date:	9/29/2026
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:		Johnson & Jordan Inc. Scarborough ME		
Brief Description of Goods/Services/Grant:		Facility Chiller Condenser Fan Repairs		

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

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.

Repairs needed to the facility HVAC Chiller Condenser Fans. Three of the eight fans are down putting strain on the cooling system. If the units are not repaired quickly, not only does it require the existing units to work harder, but refrigerant can become heated causing possible damage to the rest of the system.

Maine Correctional Center is a 24/7 correctional facility that must maintain temperate and safe indoor conditions for staff, incarcerated residents, visitors, and other individuals working within the facility. Failure to complete this repair immediately creates a substantial risk that the chiller system will experience additional damage or further failure, which could compromise the facility's ability to provide adequate cooling during extreme heat conditions.

2. Provide brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number and the date of award notification, if applicable.

The Department has selected Johnson and Jordan to perform the repair. Johnson and Jordan has provided a quote at market rate and is able to meet the facility's required timetable for completing the work. The Department has determined that Johnson and Jordan is capable of performing the necessary replacement promptly and safely, thereby reducing the risk of further damage to the HVAC system and helping ensure continued safe operation of the facility. This emergency procurement is limited to the work necessary to replace the three failed chiller condenser fans and restore the chiller system to proper operating condition.

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

This cost is reasonable and aligns closely with current market pricing for similar repairs based on the Department's experience with these models.

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

The Department will use the competitive process for non-emergency purchase requests for similar commodities in the future.

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***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 signatory understands and acknowledges Maine's Conflict of Interest statutes.**PART VI: APPROVALS**

The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):DocuSigned by:

FD522942914A4F8...

Typed Name:

Conner McFarland

Date:

6/29/2026

PART VII: EMERGENCY – Required only if selecting E. Emergency Justification

The signature below indicates approval by the Commissioner or designee of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):Signed by:

8E48CAE00CCD407...

Typed Name:

Anthony Cantillo

Date:

6/29/2026

Signature of DAFS
Procurement Official:Signed by:
Sterling Doiron
4C537C52B586437

Typed Name:

Sterling Doiron

Date:

7/13/2026