



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 # :	20260724*0151	
Amount: (Contract/Amendment/Grant)	\$13,259.00			
CONTRACT	Proposed/Original Start Date:	7/24/2026	Proposed/Most Recent End Date:	9/30/2026
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/Circuit Board 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.

While making the initial repair to the facility HVAC Chiller System, to replace three inoperable Fan Units, an additional Fan Unit was found that needed replacement. Also, after replacing the inoperable fans and reenergizing the system, a circuit board was found to be damaged and inoperable which needs replacement.

The Repairs needed for this system, are of an emergent nature. The longer this system operates below optimal levels the more strain and damage that can be caused. These failures create a significant operational risk because the facility operates continuously and incarcerated residents cannot be readily relocated during a cooling-system outage. Reliable operation is necessary to maintain safe and acceptable living conditions and to support the Department's obligation under Title 34-A M.R.S. §3031, which provides facility residents with the right to an acceptable level of sanitation, ventilation, and light.

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.

Johnson & Jordan was the installer of the current cooling system, giving them advanced knowledge and expertise when it comes to making this repair. They have access to repair parts and supplies that will get this work completed before any further damage can happen.

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.

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:

Conner McFarland

FD522942914A4F8...

Typed Name:

Conner McFarland

Date:

7/24/2026

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:

Randall Liberty

ED1ED604583D491...

Typed Name:

Randall Liberty

Date:

7/24/2026

Signature of DAFS
Procurement Official:

Signed by:

Sterling Doiron

4C537C52B586437...

Typed Name:

Sterling Doiron

Date:

7/28/2026

Certificate Of Completion

Envelope Id: 9CE48588-10CC-81C1-80CB-E6B35BFE2138

Status: Completed

Subject: Complete with Docusign: J&J PJF Emergency Order 7.24.26.docx.pdf

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Sterling Doiron

AutoNav: Disabled

77 State House Station

Envelopeld Stamping: Disabled

111 Sewall Street

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Augusta, ME 04333

Sterling.Doiron@maine.gov

IP Address: 198.182.163.113

Record Tracking

Status: Original

Holder: Sterling Doiron

Location: DocuSign

7/28/2026 9:08:11 AM

Sterling.Doiron@maine.gov

Signer Events

Sterling Doiron

Sterling.Doiron@maine.gov

Sterling Doiron

Security Level: Email, Account Authentication
(None)

Signature

Signed by:

Sterling Doiron

4C537C52B586437...

Signature Adoption: Pre-selected Style

Using IP Address: 198.182.163.113

Timestamp

Sent: 7/28/2026 9:08:17 AM

Viewed: 7/28/2026 9:08:21 AM

Signed: 7/28/2026 9:08:39 AM

Freeform Signing

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

7/28/2026 9:08:17 AM

Certified Delivered

Security Checked

7/28/2026 9:08:21 AM

Signing Complete

Security Checked

7/28/2026 9:08:39 AM

Completed

Security Checked

7/28/2026 9:08:39 AM

Payment Events

Status

Timestamps