



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:	Department of Marine Resources, Bureau of Marine Science		
Department Contract Administrator or Grant Coordinator:	Bethany Trussell / Amanda Webb		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$25,644.00	Advantage <u>CT</u> / RQS #:	13A 20230724000000000152
CONTRACT	Proposed Start Date:	7/1/2023	Proposed End Date: 6/30/2024
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 18 Mussey Rd Scarborough, ME 04074		
Brief Description of Goods/Services/Grant:	Preventive maintenance of HVAC systems		

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.

The DMR office in West Boothbay Harbor provides office and lab space for approximately 80 staff members. For the past four years we have been trying to fill maintenance positions without success. The HVAC systems need preventive maintenance on a regular basis and current staffing does not allow for this.

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

Johnson & Jordan is familiar with the HVAC systems in the facility and can provide the required services right away.

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

Given the scope of work and multiple units on site the rates are fair and reasonable.

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

Attempts will continue to build a maintenance team that can handle the facility's needs.

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):

Meredith Mendelson
Meredith Mendelson (Jul 31, 2023 09:17 EDT)

Typed Name:

Meredith Mendelson, Deputy Commissioner

Date:

Jul 31, 2023

Signature of DAFS
Procurement Official:

DocuSigned by:
Martha Verhille
891CE7A1493D45B...

Typed Name:

Martha verhille

Date:

8/2/2023

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Final Audit Report

2023-07-31

Created:	2023-07-31
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-  Document created by Amanda Webb (amanda.webb@maine.gov)
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