



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:		Department of Administrative and Financial Services/Bureau of General Services ^{DS}	
Department Contract Administrator or Grant Coordinator:		Marsha Alexander, Project Manager <i>MA</i> 7/25/2023 Nick Ferrala, Occupational Health and Safety Compliance Assistance Specialist	
(If applicable) Department Reference #:		Risk Mgmt. Claim # 101483	
Amount: (Contract/Amendment/Grant)		\$ 15,550.00	Advantage CT / RQS #: CT 20230720*0130
CONTRACT	Proposed Start Date:	7/28/2023	Proposed End Date: 8/25/2023
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:		Vallee Configuration (VS0000024568) 207 Bog Road Augusta, Maine 04330	
Brief Description of Goods/Services/Grant:		Minor construction project repairing water damage at CSOB.	

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 checked="" type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice

<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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.

During May 2023, the Burton M. Cross State Office Building, 111 Sewall Street, Augusta, had rainwater infiltrate the building from the roof which came down through columns impacting all of the floors. Building floors 3, 4, 5, and 6, require repairs to impacted columns and ceilings from this water damage. These repairs will be completed in coordination with a remediation service that is being completed by Servpro Restoration Services.

Vallee Configurations will repair all columns and surrounding ceiling/soffit areas after those areas have been remediated and tested. This project requires installation of drywall, taping, mudding, painting, and installation of new ceiling tile, ceiling grid (if needed), and cove base.

This project was originally scheduled as a Property Management Division workorder but based upon the overwhelming projects that have been requested on that Division, this project must be contracted out for immediate completion.

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

Vallee Configurations will complete all work. Vallee Configurations is a current State vendor that BGS's has worked with on prior minor construction projects in the Ray and Cross State Office Buildings.

Company is local, available immediately, can accommodate the scheduled hours, and has collaborated on projects before with ServPro.

Note: The damaged areas and columns are located in the middle of employee workspaces and are impacting the normal daily operations of four agencies. It is essential to complete the work as quickly as possible to return the area back to its professional office setting.

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

The project has been submitted to the Division of Risk Management (Claim #101483) for payment and/or reimbursement to BGS for all qualifying expenses as this damage was caused by rainwater infiltration to the Cross State Office Building during the excessive amount of rain received in May 2023.

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

Depending on the scope of the project either the BGS/DPDC PQVL or BGS/DPS procurement processes will be utilized in any future projects.

PART III: SUPPLEMENTAL INFORMATION**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):	DocuSigned by: <i>William Longfellow</i> DB8A2BC670E9407...		
Typed Name:	William Longfellow, Bureau Director	Date:	7/25/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i> AEED9C7B3A8044E...		
Typed Name:	Justin Franzose	Date:	8/2/2023