



## 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:	DAFS/BGS/ Property Management Division		
Department Contract Administrator or Grant Coordinator:	Valerie Russell		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$35,479.80	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	8/14/2023	Proposed End Date: 3/29/2024
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:	Graybar Electric Co. Inc. Boston, MA 02241		
Brief Description of Goods/Services/Grant:	Emergency Main Breaker Replacement in the Burton M. Cross Building		

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 Burton M Cross Building main breaker is the same type and age as the main breaker at Harlow Building, 18 Elkins Lane, which catastrophically failed on June 8 <sup>th</sup> , resulting in total power loss to the building requiring all employees be sent home. it was due to that failure that other breakers were checked. Luckily, at that time, the replacement breaker was immediately available, and a contractor was secured to replace within days. However, this breaker typically has a 3-to-6-month lead time, so it is imperative to initiate the replacement now, to avoid a possible catastrophic failure in the Burton M Cross Building.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This is an emergency requirement as this breaker typically has a 6-to-8 month lead time, so it is imperative to initiate the replacement now, to avoid a possible catastrophic failure in the Burton M Cross Building.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	This is an emergency need, so the costs were not negotiated, however, the State's master electrician feels this cost is fair and reasonable.
4. Describe the plan for future competition for the goods or services.	In a non-emergency situation, this project would be competitively bid.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<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):			
Typed Name:	William J. Longfellow, Director	Date:	8/8/23
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;">                     DocuSigned by:                        2D5B6E39F57E44A...                 </div>		
Typed Name:	william J.E. Allen	Date:	8/10/2023

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