



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:		Administrative Office of Court Facilities/ Judicial Branch	
Department Contract Administrator or Grant Coordinator:		Dylan Hanscom, Facilities Engineer	
(If applicable) Department Reference #:		York County Courts Janitorial Maintenance	
Amount: (Contract/Amendment/Grant)	\$ 21,562.50	Advantage CT / RQS #:	20230731*0181
CONTRACT	Proposed Start Date:	2/1/2023	Proposed End Date: 6/1/2023
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:		Clean Work Services LLC P.O. Box 958 Bangor, ME 04002	
Brief Description of Goods/Services/Grant:		York County Courts Janitorial Maintenance Repairs including invoice #'s: 1416, 1440, and 1452.	

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 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

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 janitorial maintenance services are work that can't be completed by the Building Management company, and prior to the YJC Janitorial CT# 20230403*2529.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This vendor was the only vendor who could complete this work in a timely manner.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The procurement threshold being reached, we will follow the procurement process for the following years since we know it will be at this level or higher.
4. Describe the plan for future competition for the goods or services.	Future unanticipated building maintenance repairs will be laid out in an RFP with "not to exceed" amounts.

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):	<div style="border: 1px solid black; padding: 5px;"> <small>DocuSigned by:</small>  <small>5D94E9ECC805421</small> </div>
Typed Name:	Amy Quinlan, State Court Administrator
Date:	7/31/2023
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 5px;"> <small>DocuSigned by:</small>  <small>2D5D6E39F57E44A...</small> </div>

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Typed Name:		Date:	

NOI 0820230898 08/17/2023 - 08/23/2023