



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:		Corrections	
Department Contract Administrator or Grant Coordinator:		Gerry Merrill	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 41,235.00	Advantage CT / RQS #:	RQS 03A 20230817*0291
CONTRACT	Proposed Start Date:	7/17/2023	Proposed End Date: 12/31/2023
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:		Daniels Equipment Company Auburn, New Hampshire	
Brief Description of Goods/Services/Grant:		Commercial Washer and Dryer	

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.

Mountain View Correctional Facility currently houses over two hundred residents on campus. A washing machine has recently failed and has become irreparable. There is currently only one working commercial washer and dryer pair currently functioning to support facility operations, which has led to a critical hygiene need.

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

The vendor provided a reasonably fast delivery time with a unit cost that matched the market rate. The prices of the units are similar to what has been recently purchased at Maine State Prison.

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

The units are priced to similar recent bid purchases made at Maine State Prison.

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

Capital asset planning will identify future equipment needs and plan for purchases accordingly.

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:
Anthony Cantillo
8E48CAE00CCD407

Typed Name: Anthony Cantillo

Date: 7/17/2023

Signature of DAFS
Procurement Official:

DocuSigned by:
Thomas Paquette
249502C7B71A49A...

Typed Name: Thomas Paquette

Date: 8/22/2023

