



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:	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)	\$8,500	Advantage <u>CT</u> / RQS #:	13A 20230728000000000192
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:	Trane- Westbrook, ME		
Brief Description of Goods/Services/Grant:	Maintenance and inspections of chiller & related equipment at DMR's BBH facility		

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.

This service is needed for the annual start-up and shutdown the BBH chiller, water pumps, and cooling tower. This equipment also requires regularly scheduled maintenance and operational inspections to ensure everything is functioning properly.

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

DMR has contracted with Trane for refrigeration management services since 2018. Trane is familiar with the chiller system in our BBH facility and is able to provide service/maintenance, and also repairs when needed.

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

Given the services being provided by Trane, and the specific type of equipment, the proposed rate is fair and reasonable.

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

DMR will consider other qualified vendors in the future, if possible.

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):	 Carl Wilson (Aug 25, 2023 19:31 EDT)		
Typed Name:	Carl Wilson, Director of Marine Science	Date:	Aug 25, 2023
Signature of DAFS Procurement Official:	DocuSigned by:  249502C7B71A49A...		
Typed Name:	Thomas Paquette	Date:	8/30/2023




Trane PJF- CT 13A 20230728-192

Final Audit Report

2023-08-25

Created:	2023-08-25
By:	Amanda Webb (amanda.webb@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQ9f2VIE3wycvqgHldR2m6LRNfZHXb2z0

"Trane PJF- CT 13A 20230728-192" History

-  Document created by Amanda Webb (amanda.webb@maine.gov)
2023-08-25 - 8:57:24 PM GMT
-  Document emailed to Carl Wilson (carl.wilson@maine.gov) for signature
2023-08-25 - 8:57:41 PM GMT
-  Email viewed by Carl Wilson (carl.wilson@maine.gov)
2023-08-25 - 11:31:05 PM GMT
-  Document e-signed by Carl Wilson (carl.wilson@maine.gov)
Signature Date: 2023-08-25 - 11:31:42 PM GMT - Time Source: server
-  Agreement completed.
2023-08-25 - 11:31:42 PM GMT