



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 #:		Springvale and Biddeford District Court Property Management Maintenance Services	
Amount: (Contract/Amendment/Grant)	\$ 19,440.79	Advantage CT / RQS #:	20230807*0213
CONTRACT	Proposed Start Date:	4/25/2023	Proposed End Date: 8/4/2023
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:		AI Martin Enterprise, Inc. 1048 Limerick Road Arundel, Maine 04046	
Brief Description of Goods/Services/Grant:		Springvale and Biddeford District Court Property Management Maintenance Services Invoices include: 202320, 202321, 202322, 202323, 202326, 202327, 202328, 202329, 202330, 202331, 202332, 202333, 202334, 202335, 202336, and 202337.	

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 property management services are work that was not anticipated due to the consolidation of the York County Courthouses into the York Judicial Center in Biddeford. The removal of furniture and equipment cause significant damages to the walls and surfaces throughout both District Courts. The Judicial Branch still owns the prior District Courts and needs to maintain the property until the transfer of ownership is completed.

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

This vendor has performed the property management services at both locations from finished construction to consolidation, a span of 20-plus years.

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 ARPAMJRP 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>Amy Quinlan</i> 5D94E9ECCB05421... 8/8/2023		
Typed Name:	Amy Quinlan, State Court Administrator	Date:	8/4/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2B5B6E39F57E4A... W111am J.E. Allen		
Typed Name:	William J.E. Allen	Date:	8/30/2023