



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:		Office of Court Facilities, Judicial Branch	
Department Contract Administrator or Grant Coordinator:		Dylan Hanscom, Facilities Engineer	
(If applicable) Department Reference #:		Skowhegan District Court – Emergency HVAC RTU Compressor Repairs	
Amount: (Contract/Amendment/Grant)	\$ 23,947.25	Advantage CT / RQS #:	20220908*0746
CONTRACT	Proposed Start Date:	6/27/2022	Proposed End Date: 6/26/2023
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:		AAA Energy Service Co PO Box 908 Scarborough, ME 04070	
Brief Description of Goods/Services/Grant:		Emergency repairs for diagnosing, sourcing, and replacing the two failed compressors for the Skowhegan District Court HVAC Roof Top Unit.	

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 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.

On 6/27/22 our mechanical services contractor (AAA Energy Service Co) identified a failed compressor on the RTU, which provides HVAC services to the entire Skowhegan District Court. The temperature reached 80 degrees in courtrooms, offices, conference rooms, and chambers and emergency repairs services needed. The RTU at the Skowhegan District Court was operating on 50% capacity with one compressor before after a few days the second compressor also failed. AAA Energy Service Co installed both new compressors on 7/18/22.

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

AAA Energy Service Co is the mechanical services provider for the Skowhegan District Court (20210830213236*0181)

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

The cost associated with these emergency repairs is reflected in the rate and is fair and reasonable.

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

Any future mechanical services project contract will be competitively bid and awarded.

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:
Dennis Corliss
C7C172528CE54E3

9/1/2022

Typed Name:

Dennis Corliss

Date: 9/1/2022

Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i>		
Typed Name:	2D5B6E39F57E44A... william J.E. Allen	Date:	9/9/2022

NOI 0920220901 09/12/2022 / 09/18/2022