

**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:		Department of Administrative and Financial Services, Bureau of General Services	
Department Contract Administrator or Grant Coordinator:		Jill Instasi, BGS Senior Project Manager	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 39,895.00	Advantage CT / RQS #:	BA 2023 * 0421
CONTRACT	Proposed Start Date:	8/21/2023	Proposed End Date: 12/31/2024
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:		PD Industries Inc. dba. Maine Fire Protection Systems Bangor, ME	
Brief Description of Goods/Services/Grant:		Cultural Building Fire Sprinkler Testing	

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.

The sprinkler piping in the Cultural Building located at 230 State Street in Augusta ME is very old and the condition of the piping is unknown at this time. The building is currently under a major renovation project of which the fire sprinkler system and associated piping are not slated for repair or replacement. Due to the ongoing project the Fire Systems and associated piping having not been tested or inspected in a few years this contract would allow us to do that. It would also allow us to make any repairs that are needed while the building is vacant and under construction.

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

The selected vendor currently holds a contract with the State of Maine Property Management Division for the selected building as well as other State owned and maintained buildings. They were selected based on their qualifications and cost.

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

The costs are within the range of similar other scopes based on a review of the current contract with the BGS Property Management Division and the selected vendor.

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

Regular and routine Fire Suppression maintenance, testing and inspections are done via RFP as the usual practice.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)


Does this request utilize ARPA/MJRP funds?

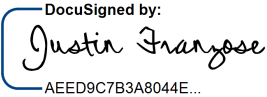
Yes – If Yes, please attach the approved Business Case(s).

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):			
Typed Name:	Elaine Clark, DAFS Deputy Commissioner	Date:	8.30.23

Signature of DAFS Procurement Official:	 DocuSigned by: <i>Justin Franzose</i> AEED9C7B3A8044E...		
Typed Name:	Justin Franzose	Date:	9/20/2023