



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.


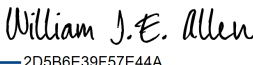
PART I: OVERVIEW			
Department Office/Division/Program:		Judicial Branch / Facilities	
Department Contract Administrator or Grant Coordinator:		Curt J Lefebvre	
(If applicable) Department Reference #:		Penobscot Judicial Center inverter repair	
Amount: (Contract/Amendment/Grant)	\$ 6550	Advantage CT / RQS #:	20230919*0460
CONTRACT	Proposed Start Date:	9/8/2023	Proposed End Date: 9/13/2023
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:		Tribou Property Management, Newburgh, ME.	
Brief Description of Goods/Services/Grant:		Emergency repair to the power inverter	

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.	
The PJC experienced a power surge or lightning strike which burned out the batteries and cables in the building's inverter.	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
Tribou Property Management was the only vendor who was available to address this in a timely manner, so the building didn't go without emergency electrical backup	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
The costs are comparable with what the Judicial Branch has paid for similar services at other court locations.	
4. Describe the plan for future competition for the goods or services.	
As this was an emergency repair, there are no plans for competitive bids	

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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:  <small>0C1C795210D9463</small>		
Typed Name:	Barbara Cardone	Date:	9/19/2023
Signature of DAFS Procurement Official:	DocuSigned by:  <small>2D5B6E39E57E44A</small>		
Typed Name:	William J.E. Allen	Date:	9/29/2023

NOI 0920231076 09/29/2023 - 10/05/2023