



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW				
Department Office/Division/Program:	DAFS / Bureau of General Services			
Department Contract Administrator or Grant Coordinator:	Elaine Clark			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 123,045.00	Advantage CT / RQS #:	RQS 18A 20240830*0306	
<b>CONTRACT</b>	Proposed Start Date:	<b>8/5/2024</b>	Proposed End Date:	<b>11/15/2024</b>
<b>AMENDMENT</b>	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
<b>GRANT</b>	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Port City Mechanical 31 B Morrill Street, Portland, ME 04103 VC0000234243			
Brief Description of Goods/Services/Grant:	Installation of rental chiller station at Greenlaw Building			

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
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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 chiller on the Greenlaw building failed to maintain temperature and humidity in the building for several months despite multiple attempts to fix the problems. The Department of Health and Human Services' Health and Environmental Testing Laboratory (HETL) occupies the building. The nature of HETL's work requires sensitive, precise, and consistent environmental controls because of the testing and equipment being used. During July 2024, conditions in the building were not able to be sustained which caused programs to be shut down and staff given administrative leave which together, caused very significant cost and programmatic damage.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Port City Mechanical had the manpower and materials available to respond in the timeframe required to set up the temporary chiller in support of HETL operations.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Port City Mechanical has been hired for many other projects and have proven to be competitive.
4. Describe the plan for future competition for the goods or services.	An RFP or RFQ process will be used if the requirement is not an emergency.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS <a href="#">Title 5, §18</a> and <a href="#">§18-A</a>, in harmony with MRS <a href="#">Title 17, §3104</a>.</i>	
<input checked="" type="checkbox"/> The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.	

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):		Date:	8.30.24
Typed Name:	Elaine Clark	Date:	
Signature of DAFS Procurement Official:	DocuSigned by:  7008796FB36A449...	Date:	
Typed Name:	Michael McNeil	Date:	9/6/2024