



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:	Judicial Branch / Facilities		
Department Contract Administrator or Grant Coordinator:	Curt J Lefebvre / Facilities Engineer		
(If applicable) Department Reference #:	PJC compressor emergency repair		
Amount: (Contract/Amendment/Grant)	\$ 13985	Advantage CT / RQS #:	20240904*0336
CONTRACT	Proposed Start Date:	8/31/2024	Proposed End Date: 9/6/2024
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:		Manna-T Property Management, Mattawamkeag, ME.	
Brief Description of Goods/Services/Grant:		Replaced compressor on chiller #3, refilled glycol	

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.

Chiller #3 supplies cooling to the data rooms at the Penobscot Judicial Center. One of the compressors needed to be replaced to ensure continued cooling could be maintained in these critical data rooms.

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

Manna-T was the only vendor to respond to our emergency call during a long holiday weekend.

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

The costs for these services are within the range that the Judicial Branch has paid for similar repair services during a holiday weekend at other courthouse locations.

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

A PQVL is being posted for HVAC repair that may allow for the three quote system even in emergency situations. Functioning HVAC systems are necessary to keep the courts open and emergency situations will continue to be done by the first available vendor.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

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):	DocuSigned by: <i>Connor Smith</i> 755F066F9C634D0...		
Typed Name:	Connor Smith	Date:	9/4/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>Sherri Brooker</i> BE7E88805EFD419...		
Typed Name:	Sherri Brooker	Date:	9/10/2024