



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—Office of Court Facilities		
Department Contract Administrator or Grant Coordinator:		Kevin Fogg		
(If applicable) Department Reference #:		Janitorial for W. Bath DC		
Amount: (Contract/Amendment/Grant)	\$ 41,820.00	Advantage CT / RQS #:	20200915*0933	
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	
AMENDMENT	Original Start Date:	11/1/2020	Effective Date:	11/1/2022
	Previous End Date:	10/31/2022	New End Date:	5/31/2023
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Clean Works LLC Bangor, ME		
Brief Description of Goods/Services/Grant:		Extension of service while new RFP is formulated and put out for open bid.		

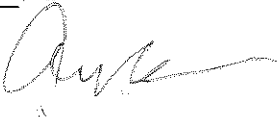
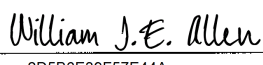
PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	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 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.	Need the additional time for new RFP to be put in place as this expires too soon and we cannot have an interruption of services.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	RFP# 201707133 is in place, current terms expire on 10-31-22, this is the current vendor.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The amounts of this contract will stay the same as they were previously in the RFP.
4. Describe the plan for future competition for the goods or services.	A new RFP will be submitted and bid on in an open bidding process to determine the next vendor. The new RFP will be in place 06/01/23.

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):			
Typed Name:	Amy Quintan	Date:	9/21/2022
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	2D5B8E39F57E44A... William J.E. Allen	Date:	10/6/2022