



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:		State of Maine Judicial Branch	
Department Contract Administrator or Grant Coordinator:		Curt Lefebvre	
(If applicable) Department Reference #:		Emergency repair of water infiltration below third floor windows at Capital Judicial Center	
Amount: (Contract/Amendment/Grant)	\$ 9,600.00	Advantage CT / RQS #:	20221004*0466
CONTRACT	Proposed Start Date:	8/13/2022	Proposed End Date: 9/30/2022
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:		Tito Masonry & Construction, LLC 188 Presumpscot St Portland, ME 04103	
Brief Description of Goods/Services/Grant:		Masonry and waterproofing work	

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.

There has been water infiltration into the building on heavy rain events, causing wet carpeting in a public area. Investigation has determined that the exterior finish needs to be removed, waterproofing repaired, and exterior finish installed.

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

Masonry: For removal of precast panel, fix flashing, remove brick and relay spawling ones, caulking along drip edge, labor and equipment.

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

The contract amount is in line with the cost experienced for similar work.

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

This emergency repair is not expected to be recurring.

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):

DocuSigned by:

Dennis Corliss

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Typed Name:

Dennis Corliss

Date:

8/11/2022

Signature of DAFS
Procurement Official:

DocuSigned by:

William J.E. Allen

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Typed Name:

William J.E. Allen

Date:

10/12/2022

