



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:	Maine State Prison		
Department Contract Administrator or Grant Coordinator:	Robert Walden		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 93,541	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	10/11/2022	Proposed End Date: 12/31/2022
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:	R.M. Flagg Restaurant Equipment 1212 State Street Bangor, ME 04401-6904		
Brief Description of Goods/Services/Grant:	Dishwasher, Conveyor Type, Commercial Grade		

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.

Replacement dishwasher for 20+ year old model that following numerous repair attempts cannot be kept in operation. Prison Food Services serves over 2,000 meals daily and cannot meet sanitation standards for reusable tray cleaning without a replacement commercial grade dishwasher. Currently the use of paper products for temporary serving purposes cost is over \$1,000 daily and negatively impacts environmental standards with the increased trash load along with additional waste disposal costs at \$0.08 per pound.

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

R.M. Flagg has an established commercial business reputation within the State of Maine with their business located in Bangor, Me. The Provider has a strong business relationship with the dishwasher manufacturer Hobart Co. who will be completing the installation and providing servicing support.

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

Long-term business interactions with both R.M. Flagg and the Hobart Co. support our belief that the quoted cost is both fair and reasonable.

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

The Maine DOC and State Prison remain committed to exploring competitive alternative products and services whenever possible, particularly so with State of Maine based companies.

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):			
Typed Name:	Randall Liberty, Commissioner	Date:	10/13/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Thomas Paquette</i>		
Typed Name:	249502C7B71A49A... Thomas Paquette	Date:	10/19/2022