



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:		Administrative Office of the Courts	
Department Contract Administrator or Grant Coordinator:		Kevin Fogg	
(If applicable) Department Reference #:		Lewiston DC	
Amount: (Contract/Amendment/Grant)	\$ 8200.00	Advantage CT / RQS #:	20231010*0587
CONTRACT	Proposed Start Date:	8/1/2023	Proposed End Date: 10/10/2023
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--- Portland, ME	
Brief Description of Goods/Services/Grant:		Outside step and ramp repairs	

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.

The crumbling concrete stairs and ramp at Lewiston DC had become a safety issue as well as a structural issue that could no longer be tolerated. These issues forced an immediate response that the Property management Company did not have the resources to repair.

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

Tito Masonry was called to remove and repair the damaged concrete and restore these areas to a safe state. This repair required a specialist able to work with pinning and concrete and do it in the fastest possible timeframe and this company fit that description.

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

Emergency breakdowns required us to get the most knowledgeable, familiar, and the Vendor who could meet the timeline demands, that we could get considering the circumstances presented to us.

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

In emergency situations, we call the vendor that best fits the situation presented at that time

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:
barbara cardone
0C1C795210D9463...

Typed Name: Barbara Cardone

Date: Click or tap to enter a date.

Signature of DAFS
Procurement Official:

DocuSigned by:
William J.E. Allen
2D5B6E39F57E44A...

Typed Name: William J.E. Allen

Date: 10/17/2023