



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:		Corrections		
Department Contract Administrator or Grant Coordinator:		Conner McFarland		
(If applicable) Department Reference #:		24BCF005		
Amount: (Contract/Amendment/Grant)		\$ 17,800	Advantage CT / RQS #:	RQS 03A 20231016*0610
CONTRACT	Proposed Start Date:	10/19/2023	Proposed End Date:	12/31/2023
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:		Siemens Industry, Inc. Scarborough, Maine		
Brief Description of Goods/Services/Grant:		Louver damper replacement at Bolduc Correctional Facility in Warren		

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 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

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 is a broken louver damper at Bolduc Correctional Facility that regulates air flow which is a critical component of the HVAC system. The HVAC system is a key component of Maine DOC's physical plant operations.

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

Siemens has long been the maintenance and support provider for our HVAC controls. (Their current contract with DOC extends through 6/30/2024.) This is a time sensitive repair as the coming winter season will be problematic if the damper is not replaced before the cold(er) weather hits. As our long-term HVAC provider, Siemens is best positioned to handle this repair for us.

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

Siemens has provided a cost proposal which appears consistent with previous work performed by this company. The Department considers the cost to be fair and reasonable.

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

This is a time-sensitive repair best suited for our long-term HVAC provider as requested. The Department will consider competitive bids for future HVAC needs/repairs.

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

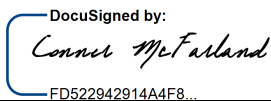
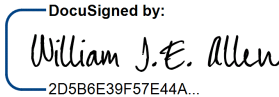
Does this request utilize ARPA/MJRP funds?

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):			10/12/2023
Typed Name:	Conner McFarland	Date:	
Signature of DAFS Procurement Official:			
Typed Name:	William J.E. Allen	Date:	10/24/2023

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