



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:		DEFENSE, VETERANS AND EMERGENCY MANAGEMENT		
Department Contract Administrator or Grant Coordinator:		KATHERINE ST. PETER-GUNN		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$7,973.56	Advantage CT / RQS #:	15A 20240918*0667
CONTRACT	Proposed Start Date:	10/1/2024	Proposed End Date:	1/31/2025
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:		AAA ENERGY SERVICES 418 INDUSTRIAL PARK STREET PITTSFIELD, ME 04967		
Brief Description of Goods/Services/Grant:		EMERGENT REPAIR OF HVAC CHILLER BLDG 423		

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 checked="" 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 objective of this procurement is for the replacement of the failed and leaking compressor on the chiller unit located in Building 423 at the Maine Air National Guard, overseen by the 101st Civil Engineer Squadron. The services requested are essential to maintaining the operational readiness, safety, and integrity of the 101st Medical Group and this facility.

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

AAA Energy has a proven track record of successfully servicing and repairing the HVAC and environmental control systems across our facilities. Their familiarity with our specific needs, coupled with their ability to respond quickly to critical issues, makes them the only qualified provider for these services. Their expertise ensures that repairs are conducted with minimal disruption and that our facilities are brought back to full operational status as swiftly as possible.

The urgency of these repairs, particularly concerning the medical services, necessitates the immediate engagement of AAA Energy. Any delay in securing these services could result in further deterioration of critical equipment, increased safety hazards, and potential mission impacts.

For these reasons, we request approval to enter into an emergent sole source contract with AAA Energy to perform the necessary repair and replacement at Bldg. 423.

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

The Department believes the pricing to be fair and reasonable based on historical pricing on similar HVAC related work that has taken place over the last 12 months and based on technicians and facilities manager expertise.

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

The Government will continue to seek out competitive quotes to drive price down, while also seeking the most highly qualified service provider.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

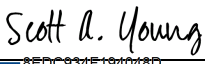
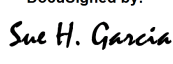
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: 		
Typed Name:	Scott A. Young Deputy Commissioner	Date:	9/20/2024
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Sue H. Garcia	Date:	10/2/2024