



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
 OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Department of Administrative and Financial Services, Bureau of General Services	
Department Contract Administrator or Grant Coordinator:		John Kenney, Project Manager, Architect	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 13,425.00	Advantage CT / RQS #:	20241004*0934
CONTRACT	Proposed Start Date:	10/4/2024	Proposed End Date: 10/31/2024
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:		Vortex Services, LLC. (VC0000247471) Livermore, Maine	
Brief Description of Goods/Services/Grant:		Emergency Repair on Sewer Lines	

Initial
JK
10/4/2024

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 checked="" 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 Ray Building, located at 28 Tyson Drive, Augusta, which is a newly renovated building had a sewer back-up on 10/02/2024. Vortex Services, LLC. is available next week to complete all required emergency work to prep and clean the area and install 2 coats of epoxy lining to the pipes to fix the issue. (Department of Environmental Protection has already started to move into the building.)
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Vortex Services, LLC. is the vendor that completed all the plumbing work inside the Ray Building, sub-contractor to Benchmark Construction company. Also, the Property Management Division works with Vortex Services, LLC. on a regular basis. Company is very familiar with the building and State standards.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Quote was provided based upon an urgent request using standard plumbing professional wages.
4. Describe the plan for future competition for the goods or services.	If no emergency exists, this work would have been a solicited three quotes from local vendors for the work to be completed. Lowest quote who met all specifications in the project would have been awarded the project.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.</i>	

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Elaine Clark</i> <small>2D3B27019FF1432...</small>		
Typed Name:	Elaine Clark, Deputy Commissioner	Date:	10/4/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> <small>2D5B6E39F57E44A...</small>		
Typed Name:	William J.E. Allen	Date:	10/7/2024

NOI 1020241175 10/07/2024 - 10/13/2024