

CT 18A
20241007-
0952

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 (DAFS)	
Department Contract Administrator or Grant Coordinator:		Elaine Clark 207-624-7366	
(If applicable) Department Reference #:		Electrify Maine, Pooler Pavilion and former IF&W Building	
Amount: (Contract/Amendment/Grant)	\$ 185,200.00	Advantage CT / RQS #:	CT 18A 20241007-0952
CONTRACT	Proposed Start Date:	10/7/2024	Proposed End Date: 12/31/2024
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:		Electrify Maine Inc. VC0000237876 111 Pine Grove Lane Etna, Maine 04434	
Brief Description of Goods/Services/Grant:		Pooler Pavilion parking lot lights, re-feed to D building. Pooler Pavilion remove high voltage wiring from building and re-feed to former IF&W Building.	

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 checked="" 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.

The Pooler Pavilion is being demolished and the parking lot lights will need to be refed to D building at the Dorothea Dix Psychiatric Center.
Pooler Pavilion high voltage wiring will be removed from the Pooler Pavilion building and refed to former IF&W Building.

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

While this is an emergency to have this high voltage refed, 2 companies were contacted to complete the work.
Sullivan and Merritt Constructors, Inc. ~ did not return a proposal
Electrify Maine Inc. ~ \$185,200.00 proposal

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

Proposals were requested from high voltage electricians, the Architect / Engineering firm overseeing the project had estimated the cost to be \$150,00.00 in 2022.

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

Any non-emergencies will follow Procurement rules and procedures.

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

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](#).

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):			
Typed Name:	Elaine Clark DAFS Deputy Commissioner	Date:	10/9/2024

Signature of DAFS Procurement Official:			
Typed Name:	Justin Franzose	Date:	10/9/2024

Certificate Of Completion

Envelope Id: CD14C44307754065BD9FB1EAA22F3A45	Status: Completed
Subject: Complete with DocuSign: PJF for Pooler Electricity	
Lease #:	
Project Number:	
Contract Number:	
RFP Number:	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Linda Greeley
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	77 State House Station
	111 Sewall Street
	Augusta, ME 04333
	linda.greeley@maine.gov
	IP Address: 66.66.228.89

Record Tracking

Status: Original	Holder: Linda Greeley	Location: DocuSign
10/09/2024 11:37	linda.greeley@maine.gov	

Signer Events

Elaine Clark
 elaine.clark@maine.gov
 Deputy Commissioner
 Department of Administrative and Financial Services
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 2D3B27019FF1432...
 Signature Adoption: Pre-selected Style
 Using IP Address: 172.56.115.150

Timestamp

Sent: 10/09/2024 | 11:38
 Viewed: 10/09/2024 | 12:11
 Signed: 10/09/2024 | 12:12

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/09/2024 11:38
Certified Delivered	Security Checked	10/09/2024 12:11
Signing Complete	Security Checked	10/09/2024 12:12
Completed	Security Checked	10/09/2024 12:12
Payment Events	Status	Timestamps