



## 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:	Maine State Police – Troop I Barracks		
Department Contract Administrator or Grant Coordinator:	Capt. Jeffrey Love Iris Rogers		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 22,368.80	Advantage CT / RQS #:	CT 16A 20240923*801
CONTRACT	Proposed Start Date:	9/23/2024	Proposed End Date: 10/19/2024
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:	Lawson Property Service Inc. VS0000010290 Augusta, ME 04330		
Brief Description of Goods/Services/Grant:	Two walls and a door being built in the new Office of Professional Standards area to make a conference room.		

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

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 Office of Professional Standards (OPS) is being relocated within the CMCC complex, to the former Troop I area. This relocation is required, as the current OPS area is needed for an expansion of the State Police HQ area with, amongst other things, the promotion of a new (3<sup>rd</sup>) State Police Major. The former Troop I area does not have a private conference room for OPS, which is required for the sensitive personnel investigations requiring private interviews with employees, witnesses, complainants, unions and at times attorneys for the unions / members under investigation.

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

The Department of Public Safety, Maine State Police, lease office space at CMCC. The current lease expires in about 3 years, but we have no current plan to move, so we will need to renew the lease for at least another 5 years. The owner of the property we lease from contracts with Lawson Property Services for this type of work unless they determine the job is too large for their staff to handle. Lawson Property Services has determined that they will complete this job themselves leaving us with no choice on selecting a different contractor.

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

The owner of the property made the decision for Lawson Property Services to be their building maintenance company. As such, there are no other companies to ask for an estimate for the work. In my experience the amount quoted is fair when considering other prices we have paid for other construction services. Further, we inquired on leasing additional space at CMCC and were quoted about 15k per year for the additional space to house OPS. Considering this additional space would cost us about 120k to lease over the next 8 years, this contract to build a new conference room in the former Troop I area that we already lease, will save taxpayers almost 97K.

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

In the future, if our circumstances have changed, the Competitive Bid process through Procurement will be utilized.

### 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):	<i>Derek A Gorneau</i>		
Typed Name:	Derek Gorneau, Assistant to the Commissioner	Date:	
Signature of DAFS Procurement Official:			
Typed Name:	sherri brooker	Date:	10/30/2024






# PJF Lawson Property Service Inc. - Troop I Conf Rm - signed

Final Audit Report

2024-10-29

Created:	2024-10-29
By:	Iris Rogers (iris.rogers@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqOXNCjsKDfT4b3NFled8__98BZ0x16d

## "PJF Lawson Property Service Inc. - Troop I Conf Rm - signed" History

-  Document created by Iris Rogers (iris.rogers@maine.gov)  
2024-10-29 - 3:43:50 PM GMT
-  Document emailed to Derek Gorneau (derek.gorneau@maine.gov) for signature  
2024-10-29 - 3:44:17 PM GMT
-  Email viewed by Derek Gorneau (derek.gorneau@maine.gov)  
2024-10-29 - 3:51:19 PM GMT
-  Document e-signed by Derek Gorneau (derek.gorneau@maine.gov)  
Signature Date: 2024-10-29 - 3:51:35 PM GMT - Time Source: server
-  Agreement completed.  
2024-10-29 - 3:51:35 PM GMT