



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:	Education/Education in the Unorganized Territory		
Department Contract Administrator or Grant Coordinator:	Gary Lewis		
(If applicable) Department Reference #:	N/A		
Agency Department Code:	05C	Advantage CT / RQS #:	20250506*2617
Amount: (Contract/Amendment/Grant)	\$ 19,660.00		
CONTRACT	Proposed/Original Start Date:	11/1/2025	Proposed/Most Recent End Date: 10/31/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Mechanical Services Inc. Portland, Maine		
Brief Description of Goods/Services/Grant:	Preventive maintenance service		

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. Higher Education 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 EUT recently upgraded the HVAC systems at the Edmunds Consolidated School. This contract is to provide the needed preventative maintenance service to ensure all components work efficiently and prevent mechanical breakdown.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Mechanical Services was awarded BGS contract 20230606*637 to upgrade the mechanical systems at Edmunds Consolidated School. This included updating the HVAC system. The HVAC system has warranty on it for one year. Mechanical Services is uniquely situated to do the preventative maintenance on the updated HVAC system as they have factory trained technicians who can exercise the Maine Controls energy management system during preventative maintenance inspections. Mechanical Services also can remotely log into the Maine Controls system to make changes as needed. No other provider would currently have this ability without putting in their own system. Remote log in service will be made available at T&M rates upon request.

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

EUT reviewed the rates listed under state held master agreements such as 220415*113 for similar services at State Facilities. The rates under this contract are comparable to those in the MA.

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

EUT will put out an RFP at the end of this contract period, to incorporate all three EUT operated schools to ensure continuity of services.

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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta Deputy Commissioner	Date:	10/21/2025

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by: Sterling Doiron		
Typed Name:	4C537C52B586437... Sterling Doiron	Date:	10/22/2025

Certificate Of Completion

Envelope Id: E889F213-0FD1-45E8-9FD7-0AA8E1CC71C5	Status: Completed
Subject: Please Docusign This Document	
Source Envelope:	
Document Pages: 20	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 64.207.219.135

Record Tracking

Status: Original	Holder: Daniel A. Chuhta	Location: DocuSign
10/21/2025 9:24:23 AM	Daniel.Chuhta@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: Docusign

Signer Events

Daniel A. Chuhta
 Daniel.Chuhta@maine.gov
 Deputy Commissioner
 Maine Department of Education
 Security Level: Email, Account Authentication (None)

Signature

Signature Adoption: Drawn on Device
 Using IP Address: 142.105.194.99

Timestamp

Sent: 10/21/2025 9:24:24 AM
 Viewed: 10/21/2025 9:24:37 AM
 Signed: 10/21/2025 9:25:51 AM
 Freeform Signing

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	10/21/2025 9:24:24 AM
Certified Delivered	Security Checked	10/21/2025 9:24:37 AM
Signing Complete	Security Checked	10/21/2025 9:25:51 AM
Completed	Security Checked	10/21/2025 9:25:51 AM
Payment Events	Status	Timestamps

Certificate Of Completion

Envelope Id: AB97C32E-DF3A-427A-9232-EF1849BBD735

Status: Completed

Subject: Complete with Docusign: M S PJF.pdf

Source Envelope:

Document Pages: 4

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Sterling Doiron

AutoNav: Disabled

77 State House Station

Envelopeld Stamping: Disabled

111 Sewall Street

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Augusta, ME 04333

Sterling.Doiron@maine.gov

IP Address: 71.169.188.88

Record Tracking

Status: Original

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10/22/2025 | 10:27

Sterling.Doiron@maine.gov

Signer Events

Sterling Doiron

Sterling.Doiron@maine.gov

Sterling Doiron

Security Level: Email, Account Authentication (None)

Signature

Signed by:

Sterling Doiron

4C537C52B586437...

Signature Adoption: Pre-selected Style

Using IP Address: 71.169.188.88

Timestamp

Sent: 10/22/2025 | 10:27

Viewed: 10/22/2025 | 10:27

Signed: 10/22/2025 | 10:27

Freeform Signing

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

10/22/2025 | 10:27

Certified Delivered

Security Checked

10/22/2025 | 10:27

Signing Complete

Security Checked

10/22/2025 | 10:27

Completed

Security Checked

10/22/2025 | 10:27

Payment Events

Status

Timestamps