



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: | | DAFS/BGS/PDCD | | |
| Department Contract Administrator or Grant Coordinator: | | David Schoenherr, Senior Project Manager | | |
| (If applicable) Department Reference #: | | 18A | | |
| Amount: (Contract/Amendment/Grant) | | \$ 16,747.00 | Advantage CT / RQS #: | CT 18A 20200206*2232 |
| CONTRACT | Proposed Start Date: | Click or tap to enter a date. | Proposed End Date: | Click or tap to enter a date. |
| AMENDMENT | Original Start Date: | 3/11/2020 | Effective Date: | 10/27/2022 |
| | Previous End Date: | 12/2/2022 | New End Date: | 12/30/2022 |
| GRANT | Project Start Date: | | Grant Start Date: | |
| | Project End Date: | | Grant End Date: | |
| Vendor/Provider/Grantee Name, City, State: | | Kleinfelder Construction Services, Inc. | | |
| Brief Description of Goods/Services/Grant: | | Clerk of the Works Services for the Greenlaw Renovation Project | | |

| 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 checked="" 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 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.

Kleinfelder is providing Construction Clerk of the Works Services for the Greenlaw Renovation Project. The construction schedule will exceed the originally anticipated completion date by 1 additional months due to changes required by the tenant agency and licensing authority. The Clerk is needed for a longer period of time.

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

Kleinfelder employs construction testing and inspection personnel who are licensed qualified professionals. Kleinfelder is also listed on our Pre-Qualified Vendor List.

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

The original award was based on a BGS RFQ – (Request for Qualifications) process. Rates were found to be in line with industry standards.

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

This contract was originally awarded via a BGS RFQ – (Request for Qualifications) process.

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



Does this request utilize ARPA/MJRP funds?

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

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

| | | | | |
|--|---|-------|-----------|------------|
| Signature of requesting Department's Commissioner (or designee): | <small>DocuSigned by:</small>  <small>2D8B27040FF1432...</small> | | | 10/27/2022 |
| Typed Name: | Elaine Clark | Date: | | |
| Signature of DAFS Procurement Official: | <small>DocuSigned by:</small>  <small>E5DB92AC0F8D490...</small> | | | |
| Typed Name: | Sue H. Garcia | Date: | 11/4/2022 | |