



## 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:	Judicial Branch-Office of Courts Facilities		
Department Contract Administrator or Grant Coordinator:	Kevin Fogg		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 25,000.00	Advantage CT / RQS #:	RQS 20221024*573
<b>CONTRACT</b>	Proposed Start Date:	9/7/2022	Proposed End Date: 9/7/2022
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Town Of Rumford, Rumford, Maine 04276		
Brief Description of Goods/Services/Grant:	Elevator was re-conditioned and upgraded.		

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 Rumford District Court is located on the 2nd floor of the Town's municipal building with the elevator providing the only accessible means of access. As the current elevator is at the end of its lifespan, an overhaul is required to avoid catastrophic failure and significant interruption of service to the courthouse.

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

Pine State Elevator was the installer and has been the servicer of the existing elevator at the Town of Rumford municipal building since 1984.

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

Pine State Elevator was the apparent low bidder for the modernization project administered by the Town with a budget price of \$72,800. The MJB was unsuccessful at finding a vendor able to offer the same service package for a better price.

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

There is no plan for any future financial obligation for this Town-owned asset.

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

Does this request utilize ARPA/MJRP funds?

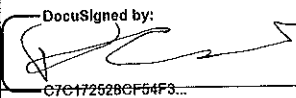
Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

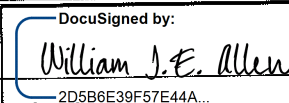
Signature of requesting Department's Commissioner (or designee):

DocuSigned by:  
  
C7C172528CF54F3...

Typed Name: Dennis Corliss

11/4/2022

Signature of DAFS Procurement Official:

DocuSigned by:  
  
2D5B8E39F57E44A...

Typed Name: William J.E. Allen

Date: 11/14/2022

NOI 1120221152 11/14/2022 - 11/20/2022