



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:                     |                      | State of Maine Judicial Branch/ Facilities   |                       |               |
| Department Contract Administrator or Grant Coordinator: |                      | Kevin Fogg                                   |                       |               |
| (If applicable) Department Reference #:                 |                      |  |                       |               |
| Amount:<br>(Contract/Amendment/Grant)                   |                      | \$ 8520.00                                   | Advantage CT / RQS #: | 20231106*0708 |
| CONTRACT  | Proposed Start Date: | <b>7/21/2023</b>                             | Proposed End Date:    | 11/6/2023     |
| 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:              |                      | Integrated Electrical Services- Lewiston, ME |                       |               |
| Brief Description of Goods/Services/Grant:              |                      | Electrical Repairs                           |                       |               |

| 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 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           |

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.

Electrical repairs were needed in a timely manner at the Lewiston DC. The work needed to happen in conjunction with the boiler repairs for the completion of the larger project as required under the BPO 40A 20230426\*1150 contract. This is work that did not fall under the abilities/licensing of the building management Company, so this vendor was hired.

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

Multiple vendors were contacted for the work. This was the only vendor able to meet the timelines required by the boiler maintenance and repair work.

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

The rates quoted by the contractor were well within reasonable market rates. The necessary timelines made a more competitive procurement process impossible.

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

Emergency services for this work will fall under the contract of the general contractor services RFP that will be published this February.

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

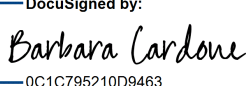
Does this request utilize ARPA/MJRP funds?

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:<br><br><small>0C1C795210D9463...</small> | 11/9/2023 |
| Typed Name:  | Barbara Cardone  | Date:     |

|  |   |       |            |
|--|---|-------|------------|
| Signature of DAFS<br>Procurement Official: | DocuSigned by:<br><i>William J.E. Allen</i><br>2D5B6E39F57E44A... |       |            |
| Typed Name:                                | william J.E. Allen  | Date: | 11/16/2023 |

NOI 1120231275 11/17/2023 - 11/23/2023