

**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:		Department of Administrative and Financial Services (DAFS) Bureau of General Services (BGS)	
Department Contract Administrator or Grant Coordinator:		Jill Instasi, BGS Senior PM	
(If applicable) Department Reference #:		3648 Smith Merrill Building Windows	
Amount: (Contract/Amendment/Grant)	\$ 8,365.04	Advantage CT / RQS #:	18A 20230411*2662
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	4/13/2023	Effective Date:
	Previous End Date:	12/30/2023	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Baggala Wood & Window Works aka Baggala Window Works, 677 Main Street, Westbrook Maine 04092 VC0000262065	
Brief Description of Goods/Services/Grant:		Window Restorations	

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.

To provide window glass pane replacement parts and window lock hardware replacement parts.

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

This vendor is reputable and was already replacing the windows in the Smith Merrill Building. This vendor was on a pre-qualified list from the Maine Historic Preservation Commission.

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

The fees were based on other comparable project costs.

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

Future projects will be awarded based on competitive bids.

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

Does this request utilize ARPAMJRP funds?


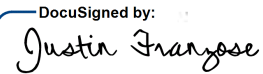
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

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: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 11.14.23		
Typed Name:	Elaine Clark DAFS Deputy Commissioner	Date:	
Signature of DAFS Procurement Official:	DocuSigned by:  AEED9C7B3A8044E...		
Typed Name:	Justin Franzose	Date:	11/16/2023