



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 | | |
| Department Contract Administrator or Grant Coordinator: | | Jeremy Gray | | |
| (If applicable) Department Reference #: | | | | |
| Amount: (Contract/Amendment/Grant) | | \$ 95,000 | Advantage CT / RQS #: | 20231109*1368 |
| CONTRACT | Proposed Start Date: | 11/13/2023 | Proposed End Date: | 6/30/2024 |
| 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: | | AAA Energy Serv Co. Scarborough, ME | | |
| Brief Description of Goods/Services/Grant: | | HVAC maintenance and repair | | |

| 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.

HVAC Maintenance and Repair is a vital service required to keep the courts open. Aging HVAC systems require regular upkeep and general services.

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

Vendor has won competitive procurement in the past. Current rates are market standard. They have shown they are capable of providing necessary man-power for all maintenance and repair requests.

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

Costs are the market standard. More thorough cost negotiations will happen when the work is put out to competitive bid. This contract is a stop-gap while the Judicial Branch catches up on lapsed procurement processes.

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

This work will go out to competitive bid through the RFP process by July of 2024.

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: APPROVALS

The signatures below indicate approval of this procurement request.

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

DocuSigned by:
Connor Smith
756F066F9C624D0...

11/14/2023

Typed Name: Connor Smith

Date:

Signature of DAFS
Procurement Official:

| | | | |
|-------------|-------------------------------------------------------------------|-------|------------|
| | DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A... | | |
| Typed Name: | william J.E. Allen | Date: | 11/17/2023 |

NOI 1120231282 11/17/2023 - 11/23/2023