



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 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:		Elaine Clark 207-624-7366	
(If applicable) Department Reference #:		Electrify Maine, Pooler Pavilion and former IF&W Building	
Amount: (Contract/Amendment/Grant)	\$ 7,600.00	Advantage CT / RQS #:	CT 18A 20241007*0952
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	10/7/2024	Effective Date:
	Previous End Date:	12/31/2024	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Electrify Maine Inc. VC0000237876 111 Pine Grove Lane Etna, Maine 04434	
Brief Description of Goods/Services/Grant:		Pooler Pavilion parking lot lights, re-feed to D building. Pooler Pavilion remove high voltage wiring from building and refeed to former IF&W Building.	

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 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 checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

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.

Pooler Pavilion parking lot lights, re-feed to D building. Pooler Pavilion remove high voltage wiring from building and refeed to former IF&W Building.

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

While this is an emergency to have this high voltage refeed, 2 companies were contacted to complete the work. Sullivan and Merritt Constructors, Inc. ~ did not return a proposal Electrify Maine Inc. ~ \$185,200.00 proposal.

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

Proposals were requested from high voltage electricians, the Architect / Engineering firm overseeing the project had estimated the cost to be \$150,00.00 in 2022.

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

Any non-emergencies will follow Procurement rules and procedures.

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: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	DocuSigned by: <i>Elaine Clark</i> 2D3B27040FF1432...		
	Typed Name:	Elaine Clark	Date: 11/17/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i> AEED9C7B3A8044E...		
	Typed Name:	Justin Franzose	Date: 11/18/2024