



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:		DEFENSE, VETERANS AND EMERGENCY MANAGEMENT		
Department Contract Administrator or Grant Coordinator:		KATHERINE ST. PETER-GUNN		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$13,764.00	Advantage CT / RQS #:	15A 20240920*0727
CONTRACT	Proposed Start Date:	10/1/2024	Proposed End Date:	1/31/2025
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:		FULTON THERMAL CORP. 372 CENTERVILLE ROAD PULASKI, NY 13142		
Brief Description of Goods/Services/Grant:		Secure a certified maintenance service contract on the Fulton Boilers in Buildings 493 and 499.		

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 checked="" 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.

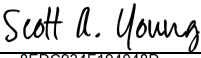
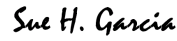
<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	This Statement of Work (SOW) defines the tasks and responsibilities required for the preventive maintenance of Fulton boilers located in Building 493 and Building 499 at the Maine Air National Guard. This contract includes a one-time contract line item for servicing Boiler 2 in Building 493 to address a flame failure and tripping issue.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Fulton is the original manufacturer of the boilers installed in Bldg. 493 and Bldg. 499. The specialized design and operational requirements of these boilers mean that only Fulton possesses the in-depth knowledge and technical expertise required to perform proper maintenance and repairs. Non-Fulton service providers lack the specific training and qualifications needed to service these systems effectively. In the past, we have contracted service work to non-Fulton providers, only to discover that they were unqualified to repair or maintain the boilers. These experiences have highlighted the risks associated with using external service providers who are not certified by Fulton, leading to inadequate repairs and potential damage to the equipment.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The Department believes the pricing to be fair and reasonable based on historical procurement.
4. Describe the plan for future competition for the goods or services.	The Government will continue to seek out competitive quotes to drive price down, while also seeking the most highly qualified service provider. However, non-Fulton service providers lack the specific training and qualifications needed to service these systems effectively.

<b>PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS &amp; RECOVERY PLAN (MJRP)</b>	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

<b>PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE</b>	
Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?	
<input checked="" type="checkbox"/> Yes, the requesting Department understands and acknowledges <a href="#">MRS Title 5, §18-A, 2.</a>	

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  <small>8EDC934F194048D...</small>		
Typed Name:	Scott Young	Date:	9/24/2024
Signature of DAFS Procurement Official:	DocuSigned by:  <small>E5DB92AC0F8D490...</small>		
Typed Name:	Sue H. Garcia	Date:	11/26/2024