



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 \$10,000 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:		DVEM, Bureau of Veterans' Services		
Department Contract Administrator or Grant Coordinator:		Tracy E. Wheelden		
(If applicable) Department Reference #:				
Agency Department Code:	15A	Advantage CT / RQS #:		
Amount: (Contract/Amendment/Grant)	\$29,845.00			
CONTRACT	Proposed/Original Start Date:	11/10/2025	Proposed/Most Recent End Date:	06/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Knowles Industrial Gorham Maine		
Brief Description of Goods/Services/Grant:		Preventative maintenance and repair of columbaria to preserve structural integrity and protect interred veterans' remains.		

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 checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice

<input type="checkbox"/>	F. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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.

Four columbaria located at the Maine Veterans’ Memorial Cemetery on Civic Center Drive have sustained severe structural degradation due to prolonged environmental exposure. The concrete caps, each weighing approximately 13,000 pounds, have shifted up to three inches, compromising the stability of the structures. This displacement presents an immediate safety hazard to visitors and staff and poses a critical risk to the integrity and protection of the remains of 374 interred United States Veterans. The condition of the columbaria continues to deteriorate, increasing the likelihood of further structural failure if prompt corrective action is not taken.

Immediate intervention is necessary to stabilize the affected columbaria, prevent further degradation, and protect the remains of veterans from potential disturbance or damage. The structural movement is active and progressive, and any delay in remediation will result in higher restoration costs and an increased risk of catastrophic failure.

Additionally, the sealant and grout materials required for the repairs are temperature-sensitive (requiring a minimum ambient temperature of 40°F for proper application and curing). Seasonal temperature declines will soon render these materials ineffective, eliminating the ability to perform repairs until spring. Proceeding under an emergency, sole-source procurement ensures timely mobilization, prevents further damage, safeguards public safety, and preserves the dignity and integrity of the veterans’ final resting place.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The selected provider is uniquely qualified to perform the required repairs due to their specialized expertise in stone and concrete restoration and their established ability to coordinate effectively with Keeley Construction, the firm currently performing related restoration work on the same columbaria units. Their direct familiarity with site conditions and technical processes ensures proper handling and application of temperature-sensitive repair materials, a factor critical to achieving a durable and compliant restoration outcome.

Engaging a different contractor at this stage would introduce unnecessary delays, inefficiencies, and potential inconsistencies in workmanship, increasing both project risk and cost. Given the provider’s specialized skill set, immediate availability, and integration with ongoing related work, they represent the only technically responsible and practical source capable of executing this time-sensitive effort in accordance with state and federal standards.


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

The negotiated costs are fair and reasonable based on prior work of similar scope and industry-standard rates for labor, materials, and equipment. The allocation ensures timely completion of the emergency contract while maintaining the integrity of the project.

PART III: SUPPLEMENTAL INFORMATION	
4. Describe the plan for future competition for the goods or services.	
Future work of non-emergency nature of this type will be competitively procured through standard bidding procedures in accordance with State procurement rules, ensuring fair and open competition for all qualified vendors.	

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
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) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>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.</i>	
<input checked="" type="checkbox"/> The requesting department’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.	

PART VI: APPROVALS			
Governor/Department Commissioner or Designee			
1. The signature below indicates approval of this procurement request.			
Signature of requesting Department’s Commissioner (or designee):	Signed by:  <small>F3A3608E0A33464...</small>		
Typed Name:	Michelle Lenihan, Deputy Commissioner, DVEM	Date:	11/6/2025
2. Additional signature required ONLY if box E (Emergency) is selected in PART II . The signature below indicates approval by the Department’s Commissioner, or the <u>designee specifically authorized to approve emergency procurement requests</u> .			

Signature of requesting Department's Commissioner (or designee):	Signed by: <i>Michelle Lenihan</i> F3A3608E0A33464...		
Typed Name:	Michelle Lenihan, Deputy Commissioner, DVEM	Date:	11/6/2025

****OSPS Section Only****

Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i> AEE99C7B3A8044E		
Typed Name:	Justin Franzose	Date:	11/12/2025