



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.

Department Office/Division/Program:		Judicial Branch/Facilities	
Department Contract Administrator or Grant Coordinator:		Kevin Fogg	
(If applicable) Department Reference #:		Snow removal for Lewiston DC	
Amount: (Contract/Amendment/Grant)	\$ 55,000.00	Advantage CT / RQS #:	20211213*1484
CONTRACT	Proposed Start Date:	12/1/2021	Proposed End Date: 4/30/2022
AMENDMENT	Original Start Date:	Click or tap to enter a date.	Effective Date: Click or tap to enter a date.
	Previous End Date:	Click or tap to enter a date.	New End Date: Click or tap to enter a date.
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date: Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date: Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:		Norman M. Bulick Inc P.O. Box 268 Lisbon Falls, Me 04252	
Brief Description of Goods/Services/Grant:		Snow removal for the 21/22 winter season for Lewiston DC	

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 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

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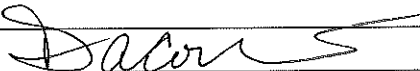
Please respond to ALL of the questions in the following sections.

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
Lewiston DC received no bids on RFP # 202109139 which has now left the Courthouse with no snow removal services. This has not gotten to an emergency state as we are in winter season and are left with no options for snow removal.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
We have a candidate (Norman M. Bulick) who has agreed to the snow removal scope needed for Lewiston DC for the 21-22 winter season. WE have had multiple contractors turn down the bidding process altogether and also the emergency plowing solicitations. Bulick Construction has done this building last year also and will fill in again this year as we are left with no other options.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
Lewiston DC snow removal RFP# 202109139 that was not bid on was estimated at 60,000/yr based on previous year's spending and cost parameters within the RFP. The figure is a moving cost target as each winter is different. Last year we had 55,000 for the emergency plowing contract and Bulick Construction is willing to stay at 55,000 flat fee again this year to perform the scope needed here at Lewiston DC.
4. Describe the plan for future competition for the goods or services.
We edited the RFP this year and solicited many contractors to bid on the RFP and no one bid again. We will try again next year with some new strategies but Lewiston DC is not a desirable location to plow due to its downtown location and snow having to be removed off premise and no vehicle storage areas for contractors loaders.

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> No – If No, proceed to Part V.

The signatures below indicate approval of this procurement request.	
Signature of requesting Department's Commissioner	

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(or designee):			
Typed Name:	Dennis Corliss	Date:	11/22/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
Typed Name:	<small>41G2BA39FAF44CD</small> Click or tap here to enter text. Kathy Paquette	Date:	Click or tap to enter a date. 12/27/2021