



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:		Administrative Office of the Courts			
Department Contract Administrator or Grant Coordinator:		Kevin Fogg			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 13469.2	Advantage CT / RQS #:	rqs 20221206*717		
CONTRACT	Proposed Start Date:	6/1/2022	Proposed End Date:	7/31/2022	
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:		Clean Works Services LLC Bangor, ME 04402			
Brief Description of Goods/Services/Grant:		Special cleaning services were needed			

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.

Special cleaning services were required at Lewiston DC over the June 1-July 31 timeframe

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

State Octagon was not able to perform the tasks when needed
Work has already been performed

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

Cost was based on the company's current rate for the nature of the service provided. As they hold the janitorial contract as present, the rates were vetted previously.

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

future contracts can be written to capture a temporary increase in need (# hours, services rendered) as was seen here at the Lewiston DC.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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:

Dennis Corliss

C7C172528CF54F3...

Typed Name:

Dennis Corliss

Date:

12/6/2022

Signature of DAFS
Procurement Official:

DocuSigned by:

William J.E. Allen

2D5B6E39F57E44A...

Procurement Justification Form (PJF)

Typed Name:	william J.E. Allen	Date:	15 December 2022
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Certificate Of Completion

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Subject: Complete with DocuSign: PJF-Covid cleaner lewiston.docx	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
EnvelopeId Stamping: Enabled	Kevin Fogg
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	1 Court Street
	nil
	Augusta, ME 04364
	kevin.fogg@courts.maine.gov
	IP Address: 198.182.163.120

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Signer Events

Dennis Corliss
dennis.corliss@courts.maine.gov
Chief Fin and Admin
Maine Judicial Branch
Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

Dennis Corliss
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In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Kevin Fogg
kevin.fogg@courts.maine.gov
Security Level: Email, Account Authentication
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Envelope Summary Events

Status

Timestamps

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Security Checked

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Payment Events

Status

Timestamps

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