



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 #:		Lewiston HVAC		
Amount: (Contract/Amendment/Grant)	\$ 11862.44	Advantage CT / RQS #:	rqs 20221206*718	
CONTRACT	Proposed Start Date:	11/1/2022	Proposed End Date:	11/30/2022
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:		Trane		
Brief Description of Goods/Services/Grant:		HVAC repair		

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 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

Procurement Justification Form (PJF)

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.

HVAC equipment had fan and motor failures on 3 rooftop units

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

Trane was the only ones able to repair this equipment at this time and work off-hours to get it running acceptably. Trane is the manufacturer of this HVAC equipment and had the parts on hand so the building could stay open.

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

Emergency breakdowns required us to get the most knowledgeable, familiar, and one who could meet the demands, that we could get considering the circumstances presented to us.

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

In emergency situations, we call the vendor that best fits the situation presented at that time

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

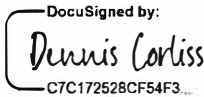
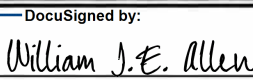
Does this request utilize ARPA/MJRP funds?

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):			
Typed Name:	Dennis Corliss	Date:	12/6/2022 <small>Click or tap to enter a date.</small>
Signature of DAFS Procurement Official:			
Typed Name:	William J.E. Allen	Date:	15 December 2022

Certificate Of Completion

Envelope Id: 55AA9C739E83432E905EE8ECF218B787	Status: Completed
Subject: Complete with DocuSign: Emergency PJF Lewiston DC Trane.docx	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope 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

Record Tracking

Status: Original	Holder: Kevin Fogg	Location: DocuSign
12/6/2022 8:59:13 AM	kevin.fogg@courts.maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Judicial Branch	Location: DocuSign

Signer Events

Dennis Corliss	Signature	Timestamp
dennis.corliss@courts.maine.gov		Sent: 12/6/2022 9:03:39 AM
Chief Fin and Admin	DocuSigned by: Dennis Corliss C7C172B28CF54F3...	Viewed: 12/6/2022 10:32:57 AM
Maine Judicial Branch	Signature Adoption: Pre-selected Style	Signed: 12/6/2022 10:33:17 AM
Security Level: Email, Account Authentication (None)	Using IP Address: 198.182.163.121	

Electronic Record and Signature Disclosure:
 Accepted: 12/6/2022 10:32:57 AM
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In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Kevin Fogg	COPIED	Sent: 12/6/2022 10:33:18 AM
kevin.fogg@courts.maine.gov		Resent: 12/6/2022 10:33:20 AM
Security Level: Email, Account Authentication (None)		Viewed: 12/6/2022 11:52:46 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	12/6/2022 9:03:39 AM
Certified Delivered	Security Checked	12/6/2022 10:32:57 AM
Signing Complete	Security Checked	12/6/2022 10:33:17 AM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	12/6/2022 10:33:18 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		