



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:		Judicial Branch / Facilities	
Department Contract Administrator or Grant Coordinator:			
(If applicable) Department Reference #:		Rockland DC mechanical repair	
Amount: (Contract/Amendment/Grant)	\$ 6029.80	Advantage CT / RQS #:	CT20221219*1707
CONTRACT	Proposed Start Date:	8/26/2022	Proposed End Date: 9/19/2022
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:		Johnson Controls, Dallas TX	
Brief Description of Goods/Services/Grant:		Repaired the Roof Top Unit (RTU) located on the roof of the Rockland District Court	

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

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.

Roof Top Unit (RTU) broke down, no cooling going within the building, median temp of 80*. Replaced blown fuses, contacts for compressor #2 and condenser fan

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

Johnson Controls had immediate access to the equipment needed to get the RTU up and running again, the RTU is a Johnson Controls piece of equipment

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

The cost to repair the RTU is in line with what we have paid at other locations for emergency repairs to roof top units.

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

As this was an emergency repair, there is no future plans for the service, this was a one time only emergency repair.

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.

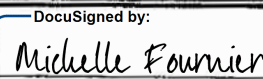
Signature of requesting Department's Commissioner (or designee):

DocuSigned by:


Typed Name: Dennis Corliss

Date: 9/19/2022

Signature of DAFS Procurement Official:

DocuSigned by:


Typed Name: Michelle Fournier

Date: 27 December 2022

Procurement Justification Form (PJF)

Certificate Of Completion

Envelope Id: 0D4C97DCD91D412CAE92E10309C1C9A6
 Subject: Please DocuSign: Rockland DC RTU PJF 9-19-22.docx
 Source Envelope:
 Document Pages: 3
 Certificate Pages: 4
 AutoNav: Enabled
 Envelope Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed
 Envelope Originator:
 Curt Lefebvre
 1 Court Street
 null
 Augusta, ME 04364
 curt.lefebvre@courts.maine.gov
 IP Address: 98.97.17.152

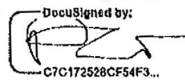
Record Tracking

Status: Original 9/19/2022 4:50:51 PM	Holder: Curt Lefebvre curt.lefebvre@courts.maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Judicial Branch	Location: DocuSign

Signer Events

Dennis Corliss
 dennis.corliss@courts.maine.gov
 Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Drawn on Device
 Using IP Address: 194.124.76.104
 Signed using mobile

Timestamp

Sent: 9/19/2022 4:56:46 PM
 Viewed: 9/19/2022 5:59:57 PM
 Signed: 9/19/2022 6:00:25 PM

Electronic Record and Signature Disclosure:
 Accepted: 9/19/2022 5:59:57 PM
 ID: b6e2a993-01bf-4046-b496-b75647dd287c

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
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/19/2022 4:56:46 PM
Certified Delivered	Security Checked	9/19/2022 5:59:57 PM
Signing Complete	Security Checked	9/19/2022 6:00:25 PM
Completed	Security Checked	9/19/2022 6:00:25 PM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		