



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:                     |                      | Marine Resources, Bureau of Marine Science      |                              |
| Department Contract Administrator or Grant Coordinator: |                      | Jarrod Desjardins/ Amanda Webb                  |                              |
| (If applicable) Department Reference #:                 |                      |   |                              |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 18,735.00         | Advantage CT / RQS #:                           | 13A<br>20231122000000001491  |
| CONTRACT  | Proposed Start Date: | 9/22/2023                                       | Proposed End Date: 3/22/2024 |
| 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 and Jordan , Scarborough, Me            |                              |
| Brief Description of Goods/Services/Grant:              |                      | Follow up repairs from Preventative Maintenance |                              |

| 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. University Cooperative Project | <input type="checkbox"/> | L. Other Authorization           |

| 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.       | The service is needed to Replace bearings and couplings on pumps, Replace failed exhaust fan motor, and a Blower motor on AHU#3 |
| 2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable. | DMR has contracted with Johnson and Jordan for Preventative Maintenance, after said work these findings all need attention.     |
| 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.                       | Given the services by Johnson and Jordan, and the need for emergency repairs, the proposed rate is fair and reasonable.         |
| 4. Describe the plan for future competition for the goods or services.   | DMR will consider bidding findings in the future.   |

| PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)        |  |
|---|--|
| Does this request utilize ARPAMJRP funds?   |  |
| <input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s). |  |
| <input checked="" type="checkbox"/> 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:   | Patrick Keliher, Commissioner  | Date: | 11/28/23   |
| Signature of DAFS Procurement Official:                             | DocuSigned by:<br><i>Martha Verhille</i><br>891CE7A1493D45B...                       |       |            |
| Typed Name:   | Martha Verhille  | Date: | 11/30/2023 |