



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:		Dylan Hanscom, Facilities Engineer	
Department Contract Administrator or Grant Coordinator:		Administrative Office of Court Facilities, Judicial Branch	
(If applicable) Department Reference #:		Emergency HVAC Maintenance/Repairs for Skowhegan, Springvale, and York District Courts	
Amount: (Contract/Amendment/Grant)	\$ 7050.00	Advantage CT / RQS #:	20231120*0760
CONTRACT	Proposed Start Date:	10/28/2023	Proposed End Date: 11/20/2023
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:		Sticht Property Management P.O. Box 211 Liberty, Maine 04949	
Brief Description of Goods/Services/Grant:		Emergency boiler cleaning at Skowhegan, Springvale, and York District Courts. Also, RTU adjustments for Skowhegan District Court. Repair/Maintenance invoices: 2057, 2062, 2063, and 2064. PART II: JUSTIFICATION FOR VENDOR SELECTIO	

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
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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.

The preventative maintenance HVAC services for boiler cleaning at the Skowhegan District Court, Springvale District Court, and the York District Court. The necessary preventative boiler cleanings to get the buildings through the winter season. Also, multiple service calls for RTU adjustments for temperature controls at the Skowhegan District Court.

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

This vendor was the only vendor who could complete this work in a timely manner.

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

The procurement threshold being reached, we will follow the procurement process for the following years since we know it will be at this level or higher.

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

These services will be put out to competitive bid in the near future. This is to act as a stop-gap while the MJB procurement get everything in order.

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

Does this request utilize ARPA/MJRP funds?


Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

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):	 <small>DocuSigned by: Connor Smith 755F066F9C634D0...</small>	11/21/2023
Typed Name:	Connor Smith	Date:

Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	william J.E. Allen	Date:	12/4/2023

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