



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:	Corrections		
Department Contract Administrator or Grant Coordinator:	Aaron Beaulieu		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 5,783.00	Advantage CT / RQS #:	20231204*0825
CONTRACT	Proposed Start Date:	12/11/2023	Proposed End Date: 3/31/2024
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:	Gallagher Refrigeration Saco, ME		
Brief Description of Goods/Services/Grant:	Evaporator Unit for Walk-In Cooler		

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


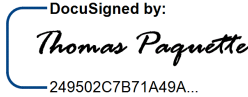
Please respond to ALL of the questions in the following sections.

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.	The sole walk-in cooler in the main kitchen at Long Creek Youth Development Center is not functioning due to a failed evaporator unit. The main kitchen is used to provide all the meals to incarcerated juveniles at the facility. The cooler is not able to maintain food at safe temperatures without a replacement unit.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Gallagher Refrigeration regularly services the refrigerator units at Long Creek Youth Development Center and has been demonstrated to be reliable. The Chief Maintenance Officer of the facility and the vendor both agree on what steps are required to repair the refrigeration unit and the work required to complete it.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The quote reflects the market rate for similar parts and labor based on our understanding of the market. The costs of the parts are in line with what the vendor has quoted.
4. Describe the plan for future competition for the goods or services.	Non-emergency requests will use the competitive bidding process for future purchases.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP 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:	Randal A. Libey	Date:	12/05/23
Signature of DAFS Procurement Official:			
Typed Name:	Thomas Paquette	Date:	12/12/2023