



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Marine Resources/Bureau of Marine Patrol		
Department Contract Administrator or Grant Coordinator:	Captain Colin MacDonald/Amanda Webb		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 5,176.47	Advantage CT / RQS #:	13A 20241122000000000744
CONTRACT	Proposed Start Date:	10/21/2024	Proposed End Date: 12/21/2024
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:	Overhead Door Company of Portland 533 Riverside Industrial Parkway Portland, ME 04103		
Brief Description of Goods/Services/Grant:	Emergency Garage Door 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

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 Department of Marine Resources' Bureau of Marine Patrol is a state law enforcement agency responsible for investigative and protective services aimed at enforcing marine resource conservation laws, rules, and regulations within the jurisdiction of the Maine Marine Patrol. Key responsibilities include patrolling designated coastal areas, safeguarding marine resources, protecting coastal property, and ensuring public safety. Officers also investigate complaints and incidents, enforce motor vehicle and other laws, respond to crimes in progress, and uphold Maine statutes, including those pertaining to misdemeanor and felony crimes.

The Bureau of Marine Patrol operates a watercraft repair facility, located at 15 Vieno's Run in Rockland. This facility is maintained by on-site mechanics. On or about October 21, 2024, one of the garage doors at the facility malfunctioned and would not open due to a failed door opener. Since it was critical to move boats in and out of the facility immediately, an emergency repair was required. We contacted Overhead Door, the supplier of the original door opener, to address the issue.

Overhead Door responded promptly, determined that a new door opener was needed, and completed the necessary replacement. Shortly thereafter, an adjacent garage door experienced a cable break, rendering it inoperable. Overhead Door returned to the facility to repair the cable. These garage doors are exceptionally high, and we do not have the capability to repair them internally.

The emergency repair work was essential to ensure continued watercraft operations and maintain the Bureau's ability to fulfill its responsibilities. Given the urgency, a decision was made to proceed with the repairs immediately.

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

The listed vendor is the company that originally installed the current garage door openers and operates a dedicated maintenance division to ensure prompt responses and uninterrupted operations. Due to the proprietary nature of the equipment, utilizing a different vendor is not feasible. This vendor has a proven track record with us, consistently delivering exceptional customer service and reliable support.

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

The Overhead Door Company provided a detailed invoice for all the repairs they performed. Our mechanic, who observed the repairs, verified the invoice. The itemized charges were consistent with the pricing and labor rates associated with the work conducted.

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

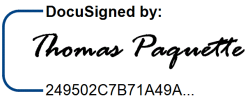
We plan to continue the use of the competitive bid process for the future purchase of goods and services.

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: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE***Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).* The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<u>Meredith Mendelson</u> Meredith Mendelson (Nov 23, 2024 09:47 EST)		
Typed Name:	Meredith Mendelson, Deputy Commissioner	Date:	Nov 23, 2024
Signature of DAFS Procurement Official:	 249502C7B71A49A...		
Typed Name:	Thomas Paquette	Date:	12/11/2024




RQS 13A 20241122-0744

Final Audit Report

2024-11-23

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