



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:		Dept of Marine Resources / Marine Patrol	
Department Contract Administrator or Grant Coordinator:		Capt. Colin MacDonald / Amanda Webb	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 6,921.41	Advantage CT / RQS #:	13A 20230109000000000837
CONTRACT	Proposed Start Date:	12/1/2022	Proposed End Date: 1/15/2023
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:		Billings Diesel & Marine Service, Inc 72 Moose Island Causeway PO Box 67 Stonington, ME 04681	
Brief Description of Goods/Services/Grant:		Vessel Maintenance and Repair Services	

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.

Emergency repair was performed aboard the patrol vessel *Endeavor* during the month of December 2022. The work included emergency repair/replacement of the vessel's main engine raw water pump. Without this repair the vessel would have been out of service. The vessel operator also had routine engine oil change and scheduled service performed while at the boatyard. The work was billed by the vendor in one invoice. These services, although normally independent of one another, all were required in order to maintain the patrol vessel in "response ready" condition. The vessel is utilized by the Bureau of Marine Patrol for year-round law enforcement and search and rescue operations.

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

The vendor, Billings Diesel & Marine, is familiar with the *P/V Endeavor*, is a certified MAN engine dealer, and is the vendor who installed the engine aboard the *Endeavor*, there was a possibility that the engine repair needed was still under warranty and would have therefor been required to be serviced by an authorized MAN dealer.

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

The cost for these service items are reasonable given the work performed. The vendor has a long-standing history of service and repair aboard DMR boats and is trusted in the industry. The work was overseen by the officer-in-charge of the vessel and the invoicing was accurate.

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

Future repair and maintenance work aboard DMR vessels will continue to follow current procurement guidelines; including continued use of competitive bids through both the RFP and PQVL processes. In this particular case, the vessel was brought in for several unrelated service and repair needs that were ultimately performed concurrently due to the vendor's schedule and to save time and money. The work was billed on one invoice by the vendor.

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

Procurement Justification Form (PJF)

The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Patrick Keliher, Commissioner	Date:	1/10/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Michelle Fournier</i>		
Typed Name:	<small>066BBD96EE5347F...</small> Michelle Fournier	Date:	1/13/2023