



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:		Department of Defense, Veterans and Emergency Management	
Department Contract Administrator or Grant Coordinator:		Sara Thompson, Contract Grant Specialist	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 26,776.92	Advantage CT / RQS #:	CT-15A-20221228*1765
CONTRACT	Proposed Start Date:	11/1/2022	Proposed End Date: 4/30/2023
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:		Pine Tree Waste 31 Freedom Parkway, Hermon, ME, 04401	
Brief Description of Goods/Services/Grant:		Trash and Recycling Removal – Air Guard - Bangor & Portland	

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.

Trash and recycling removal is necessary for staff for operational purposes. The facilities does not have the manpower to perform this service.

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

This emergency contract will allow time to do an RFP for these services.

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

The pricing was negotiated with the vendor and a slight increase of 5% due to the rising cost to do business.

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

Per state policy and regulations, this service will go out to bid after this six-month emergency contract.

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

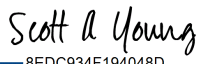
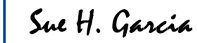
Does this request utilize ARPA/MJRP funds?

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

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<small>DocuSigned by:</small>  <small>8EDC934F194048D...</small>		
Typed Name:	Scott Young, Deputy Commissioner	Date:	12/28/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>E5DB92AC0F8D490...</small>		
Typed Name:	Sue H. Garcia	Date:	1/18/2023