



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:	Public Safety		
Department Contract Administrator or Grant Coordinator:	Assistant Fire Marshal Richard McCarthy Assistant Fire Marshal Lt. Troy Gardner		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,260.00	Advantage CT / RQS #:	CT 16A 20221130*1464
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:	Jeffrey A Plumer DBA Arrowhead Landscape Co. – Windham, Maine		
Brief Description of Goods/Services/Grant:	Snowplowing and Sidewalk snow & ice maintenance		

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.	<p>Remove snow and ice from all the parking areas in the front, back and sides of the barracks.</p> <p><input type="checkbox"/> Sand and/or salt all parking areas in the front, back and sides of the barracks as needed.</p> <p><input type="checkbox"/> Keep snowbanks pushed back as needed to avoid the loss of significant parking area.</p> <p><input type="checkbox"/> Clear snow and ice, then sand or salt walkways, steps and entrances into the building (1 in front, 2 in rear) and garage bay doors front and back</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>This request should be considered an emergency as it is January in Maine and there is snow in the forecast for this weekend.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>The negotiated costs are fair and reasonable as they are consistent in monthly cost with past plowing contracts at Troop B at \$1,187.00 a month.</p>
4. Describe the plan for future competition for the goods or services.	<p>Services will go to bid for 2023-2024 season.</p>

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):	<i>Derek A Gorneau</i>		
Typed Name:	Derek Gorneau	Date:	Jan 11, 2023
Signature of DAFS Procurement Official:	<i>Kathy Paquette</i>		
Typed Name:	Kathy Paquette	Date:	1/13/2023






Service Contract_Arrowhead

Final Audit Report

2023-01-11

Created:	2023-01-10
By:	Katrina Aiudi-OConnor (Katrina.Aiudi-OConnor@maine.gov)
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