



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: | | DACF/MFS/FPD | |
| Department Contract Administrator or Grant Coordinator: | | Cheri Bellavance | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ 22,651.20 | Advantage CT / RQS #: | RQS 20220203000000000880 |
| CONTRACT | Proposed Start Date: | | Proposed End Date: |
| 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: | | City of Old Town | |
| Brief Description of Goods/Services/Grant: | | Annual land lease and hanger charges | |

| 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 checked="" 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 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.

We lease property in Old Town for our Central Region Headquarters office staff and aircraft hangar for our aircraft needs.

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

The Forest Protection Division (FPD) as well as other divisions of ACF have been leasing property at the Old Town Airport since the mid-1950s. It is an 11 acre site with multiple buildings for offices, garages, aircraft hangars, and storage facilities. The aircraft hangar is located with frontage on the Penobscot River, which allows us to launch and recover our float planes from our own facility. The storage hangar in question replaced an old pole barn that was falling down. The new building was built specifically for the FPD by the City of Old Town with the agreement that the FPD would pay a monthly lease fee for 15 years and then, though the payments would stop, the building would still be owned by the City of Old Town, but used by the FPD. This agreement is in addition to our original lease and is right next to our main hangar. There is no other location that we could store our aircraft. Putting a storage hangar at any other location would not meet the mission needs of the FPD.

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

Rates remain fair with only a total of \$451.20 increase from last year.

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

This storage hangar was built specifically to store FPD aircraft in close proximity to our maintenance hangar. There is no end date when this facility will not meet ACF needs.

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):

DocuSigned by:

Randy Charette

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Typed Name:

Randy Charette

Date:

2/6/2022

Signature of DAFS
Procurement Official:

DocuSigned by:

William J.E. Allen

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Typed Name:

william J.E. Allen

Date:

2/15/2022

NOI 0220220150 02/15/2022 - 02/21/2022