



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:		Maine DOT Region 2 Fleet		
Department Contract Administrator or Grant Coordinator:		Cy Adams		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 6 ,531 . 59	Advantage CT / RQS #:	20240215000000001178
CONTRACT	Proposed Start Date:	12/28/2023	Proposed End Date:	12/28/2023
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:		Grainger		
Brief Description of Goods/Services/Grant:		Purchases of Generator		

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.

During the severe weather events the week of December 18, 2023, the Richmond camp was utilizing one 14K generator to operate three separate buildings. Building 36015 (7 bay garage), building 66012 (8 bay garage), and building 62051 (crew quarters). This required moving the generator between the three buildings day and night. At any one time, two buildings had restroom facilities shut down while the generator was heating another building. During this period, another severe weather event was forecasted. Having to move the generator from building-to-building required constant attention to the generator with the employees relocating it in poor weather conditions. It was determined that a second generator was needed to ensure our employees had sufficient restroom facilities and heat while keeping highway operations as the primary focus. With multiple power outages across the state and more severe weather forecasted, rental generators were in limited supply. In a review of our master agreements, it was determined that Grainger had the proper sized generator in stock. A Honda 10,000-watt generator was purchased to supplement the existing generator. It was determined later that the generator was not part of Grainger's Master Agreement.

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

Region 2 reached out to Grainger as we have a statewide agreement with them. Grainger insured a quick turnaround for the unit, and it was delivered as agreed.

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

It wasn't until after the purchase, it was determined that the generator was not part of the agreement we had with Grainger. Although the price is fair and reasonable for the purchase of the generator, it will need to be added to the agreement to be ordered again in the future. Funding for the unit will be Region 2, state funds, under the general account.

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

Generators put on the Grainger account, seek other options as to renting units until a purchase can be obtained by the proper procurement methods. Another option is for on demand generators installed during future building rehabs or replacements.

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); PURCHASES BY THE STATE

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department signatory understands and acknowledges [Title 17, Chapter 101, §3104](#).

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Bruce Van-Note, Commissioner	Date:	2/22/24
Signature of DAFS Procurement Official:	DocuSigned by:  <small>2D5B6E39F57E44A...</small>		
Typed Name:	William J.E. Allen	Date:	2/26/2024

NOI 0220240213 02/26/2024 - 03/03/2024