



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 Matt Talbot	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 6,038.34	Advantage CT / RQS #:	13A 2022030100000000966
CONTRACT	Proposed Start Date:	12/1/2021	Proposed End Date: 1/31/2022
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 and routine engine service was performed aboard the patrol vessel *Guardian III* over the course of the month of January 2022. The work included emergency repair of the vessel's main heating system, emergency repair of the vessel's generator, repair on a vessel window, and routine engine oil change and scheduled service. The work was billed by the vendor in one invoice, despite the fact that the services were independent of each other and obtained on at least three different dates over the course of the month. These services, although 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 Guardian III* and is local to where the vessel is stationed. The vendor is a certified MAN engine dealer and installed the engine aboard the *Guardian III*; the engine is currently still under warranty and therefor is required to be serviced by an authorized MAN dealer. The heater was previously serviced by the vendor and the emergency heater repairs were unexpected follow-ups to a persistent existing problem.

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 visits that were ultimately billed on one invoice by the vendor for a period of time exceeding one month. None of the individual portions of work or service visits exceeded or even approached the competitive bid limit requirement.

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):			
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Typed Name:	Patrick Keliher	Date:	3/1/22
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Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
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Typed Name:	<small>2D5B6E39F57E44A...</small> William J.E. Allen	Date:	3/7/2022
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NOI 0320220198 03/07/2022 - 03/13/2022