



## 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.*


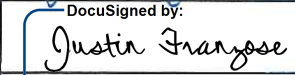
PART I: OVERVIEW			
Department Office/Division/Program:		DAFS/BGS/Property Management Division	
Department Contract Administrator or Grant Coordinator:		Valerie Russell	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 29,712.48	Advantage CT / RQS #:	18A 20230317000000002351
CONTRACT	Proposed Start Date:	4/1/2023	Proposed End Date: 9/30/2023
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:		Seabreeze Property Management Portland, Maine 04103	
Brief Description of Goods/Services/Grant:		2023 Mowing Services @ MCJA & K-9 Unit	

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 checked="" 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.	Provide mowing and ground maintenance services at the Maine Criminal Justice Academy and the K-9 Unit in Vassalboro. Approved staffing level cannot support this location, therefore, has always been a contracted location.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This vendor was selected to perform these services last mowing season, so they know the area and requirements of the work. They've proven that they have the equipment and personnel to support this work. They are ready and available to start work in April, as is needed in order to have the MCJA grounds prepared for the annual graduation ceremony in May.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	They were the low bidder on a quote for last season. They have submitted an unsolicited quote for a 3% increase over last year's cost. This is considered fair and reasonable due to increases in labor and fuel costs.
4. Describe the plan for future competition for the goods or services.	We are going to develop a Request for Proposal to be issued in late summer for a two-year contract with three additional renewals hoping that will entice more competitive bidding and pricing.

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):			
Typed Name:	Jenny Boyden, Associate Commissioner	Date:	3-20-23
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Justin Franzose	Date:	3/21/2023