



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:		ACF / BPL / Southern Region Parks / Mount Blue State Park	
Department Contract Administrator or Grant Coordinator:		Matt McGuire, Asst. Regional Manager	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$6,967.50	Advantage CT / RQS #:	20240311*2451
CONTRACT	Proposed Start Date:	3/18/2024	Proposed End Date: 3/17/2025
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:		Skyline Masonry & Restoration, Wilton, Maine	
Brief Description of Goods/Services/Grant:		Chimney and roof repair at the Mount Blue State Park Headquarters building.	

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.

The park headquarters building is suffering internal damage from water penetration due to failing chimney flashing and masonry degradation. This emergency repair will stop the water infiltration and protect the building from further damage. The park headquarters is a critical year-round facility that allows park staff to oversee park operations and public safety.

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

The Bureau of Parks and Lands (BPL) requested quotations for services from three vendors. The selected vendor submitted the only quote for the specified work:

1. Skyline Masonry & Restoration, Wilton: \$6,967.50
2. Flagg Masonry, Dixfield: No Quote Provided
3. Mountainside Masonry, Wilton: No Quote Provided

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

The vendor provided costs that were fair and reasonable; no other quotations were provided by other area vendors. The vendor is available to conduct this emergency repair.

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

Quotations for services will be solicited.

### 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: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting  
Department's Commissioner  
(or designee):

DocuSigned by:

*Amanda Beal*

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Typed Name:

Date:

3/25/2024

Signature of DAFS  
Procurement Official:

DocuSigned by:

*Martha Verhille*

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Typed Name:	Martha Verhille	Date:	3/26/2024
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