



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Department of Corrections – Mt. View Correctional Facility	
Department Contract Administrator or Grant Coordinator:		Chad W. Cooper	
(If applicable) Department Reference #:		Click or tap here to enter text.	
Amount: (Contract/Amendment/Grant)	\$ 644,817.93	Advantage CT / RQS #:	03E 20250205*1859
CONTRACT	Proposed Start Date:	2/1/2025	Proposed End Date: 6/30/2026
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:		Guilford-Sangerville Utilities District Guilford, Maine	
Brief Description of Goods/Services/Grant:		Tipping fees for wastewater disposal	

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.	Mountain View Correctional Facility has brought a wastewater holding tank online to replace the septic system/leach field that was at the facility. The tank holds 100,000 gallons of wastewater. The wastewater from the tank needs to be hauled to a wastewater treatment plant to be treated.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Due to vendor number change this SC replaces CT 03A 20240626*3806. NOI 0720240793 was posted for this service.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	As noted on the original PJF/contract which this one replaces, the proposed price received from Guilford-Sangerville Sanitary District (\$48 per 1,000 gallons) is the lowest price in the area for wastewater disposal. The next lowest was \$53.83 and Guilford-Sangerville is 10% less which the Department considers fair and reasonable.
4. Describe the plan for future competition for the goods or services.	Mt. View Correctional Facility has reached out to other wastewater treatment facilities in the area. Guilford-Sangerville has the capacity to handle this volume as well as the best price per 1,000 gallons. The Department will re-evaluate options at the end of the 2-year contract period.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.</i>	
<input checked="" type="checkbox"/> The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.	

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Scott Goulette, Financial Analyst	Date:	
Signature of DAFS Procurement Official:			
Typed Name:	kathy Paquette	Date:	3/18/2025