



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Transportation/Project Development/Materials Testing		
Department Contract Administrator or Grant Coordinator:		Richard Bradbury		
(If applicable) Department Reference #:				
Agency Department Code:	17A	Advantage CT / RQS #:	RQS20260225000000001332	
Amount: (Contract/Amendment/Grant)		\$10,862.51		
CONTRACT	Proposed/Original Start Date:	2/11/2026	Proposed/Most Recent End Date:	12/31/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Pine Test Equipment Inc. 101 Industrial Drive (USPS) 104 Industrial Drive (UPS & FedEx) Grove City, PA 16127		
Brief Description of Goods/Services/Grant:		Service Agreement with equipment manufacturer of Gyrotory Compactors for routine preventative maintenance, repairs, and calibration.		

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. Higher Education 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 MaineDOT Laboratory's Pine gyratory compactors are critical pieces of testing equipment used to verify asphalt mixtures for State and federally funded projects. Because asphalt mixtures are a major component of the program and MaineDOT invests millions of dollars each year to ensure accurate results and maintain FHWA required laboratory accreditation, this equipment must be properly maintained and calibrated.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Calibration and maintenance of a Gyratory Compactor requires specialized instrumentation and expertise which is not possessed by the Department and generally not readily available. The instrument manufacturer is uniquely qualified to perform repairs, calibration, and maintenance.

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

The cost of this service agreement is comparable to the cost of agreements we have had with other vendors for similar laboratory testing equipment.

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

The MaineDOT laboratory works with a variety of vendors for equipment calibration services and has changed working relationships as required based upon performance, customer service and cost. Because this equipment is so specialized, the vendors available to perform repairs, service, and calibration of it are extremely limited and not much can be done on our part to foster competition.

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).

<input type="checkbox"/> Yes, ARPA funds (025) or (026) – 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

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](#).

The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

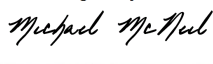
1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	William Pulver, Chief Engineer	Date:	2-13-2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

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

****OSPS Section Only****

Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Michael McNeil	Date:	3/3/2026

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