



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:	Department of Public Safety			
Department Contract Administrator or Grant Coordinator:	Lt. Kyle Tilsley Joseph Wilson			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 6,720.00	Advantage CT / RQS #:	CT-16A-20210423*2925	
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	5/1/2021	Effective Date:	5/1/2022
	Previous End Date:	11/30/2021	New End Date:	11/30/2022
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Arrowhead Landscape Company, LLC Windham, ME 04062			
Brief Description of Goods/Services/Grant:	Lawn care and landscaping 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 checked="" 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 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.

Maine State Police Troop B does not have the required personnel to perform lawn care services in-house.

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

The vendor was chosen using a competitive process to award the original contract.

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

Arrowhead Landscape Company was the lowest bidder for the original contract.

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

There is one more available renewal on this contract. Once contract terms have expired, this service will be put out to bid per State of Maine regulations.

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):

Kendra Coates

Typed Name: Kendra Coates

Date: Mar 30, 2022

Signature of DAFS
Procurement Official:

Kathy Paquette

Typed Name: Kathy Paquette

Date: 4/8/2022

Arrowhead Contract Amendment PJF

Final Audit Report

2022-03-30

Created:	2022-03-30
By:	Joseph Wilson (joseph.wilson@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEFZKe0UxImiNm9yClacRncseJDT1zBfX

"Arrowhead Contract Amendment PJF" History

-  Document created by Joseph Wilson (joseph.wilson@maine.gov)
2022-03-30 - 2:34:58 PM GMT
-  Document emailed to Kendra Coates (kendra.coates@maine.gov) for signature
2022-03-30 - 2:35:49 PM GMT
-  Email viewed by Kendra Coates (kendra.coates@maine.gov)
2022-03-30 - 3:37:53 PM GMT
-  Document e-signed by Kendra Coates (kendra.coates@maine.gov)
Signature Date: 2022-03-30 - 3:38:33 PM GMT - Time Source: server
-  Agreement completed.
2022-03-30 - 3:38:33 PM GMT