



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:		Maine Department of Transportation	
Department Contract Administrator or Grant Coordinator:		Joe Prescott	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,450.00	Advantage CT / RQS #:	17A20240325000000001382
CONTRACT	Proposed Start Date:	1/30/2024	Proposed End Date: 2/15/2024
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:		Structure Guard, LLC 61A New County Rd. Rockland, ME 04841	
Brief Description of Goods/Services/Grant:		Grout bags – a stitched fabric pouch to pump concrete grout into to help stabilize bridge foundations.	

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 vendor supplies grout bags used to fill voids and structurally support transportation assets. During recent flooding events, emergency scour retrofit projects required the use of all the Department' grout bag inventory. The purchase allowed the emergency repair to be completed and replenish the grout bag inventory, so the Department can promptly respond to the next emergency.

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

There are few vendors that make grout bags. There was an immediate need to stabilize the bridge foundation and to make sure there is enough for future emergencies.

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

The pricing of the bags was consistent with past grout bag pricing. The cost of the bags is minimal to the rest of the operation that was occurring. The Region where the emergency scour projects occurred pays for the bags to complete the project and for replenishing of the grout bags that were used.

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

Will use competitive bid process in the future – due to the timing/emergency was not an option at this time.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?


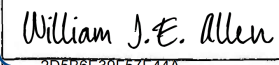
- Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
- Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
- No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); PURCHASES BY THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

- Yes, the requesting Department signatory understands and acknowledges [Title 17, Chapter 101, §3104](#).

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PART VI: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Bruce A Van Note	Date:	4/2/24
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	William J.E. Allen	Date:	4/5/2024

NOI 0420240368