



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:		18L DAFS/BABLO	
Department Contract Administrator or Grant Coordinator:		Michael Boardman	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 30,000	Advantage CT / RQS #:	RQS 18L 20240403*01438
CONTRACT	Proposed Start Date:	4/1/2022	Proposed End Date: 3/31/2024
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:		Applegreen ME Welcome Centres LLC, Glen Rock, NJ	
Brief Description of Goods/Services/Grant:		Annual charges for placement of lottery machines at ME Turnpike Service Plazas - \$15,000 per year	

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.

Applegreen holds the contract to manage the Maine Turnpike service plazas. This agreement provides for payment of the annual cost to place Maine State Lottery vending machines in the service plazas

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

Applegreen is the contractor and payee for rental space for Lottery vending machines located at Maine Turnpike service plazas.

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

The \$15,000 annual fee is industry standard and is the same fee paid to the previous property management organization.

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

N/A

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


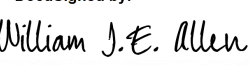
Does this request utilize ARPA/MJRP funds?

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):			
Typed Name:	Michael Boardman	Date:	4/3/2024
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	William J.E. Allen	Date:	4/19/2024

