



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:		Department of Administrative and Financial Services (DAFS), Bureau of General Services (BGS)		
Department Contract Administrator or Grant Coordinator:		William Longfellow		
(If applicable) Department Reference #:		Landfill Services		
Amount: (Contract/Amendment/Grant)		\$ 660,590.40	Advantage CT / RQS #:	CT18F20240212*2206
CONTRACT	Proposed Start Date:	1/1/2024	Proposed End Date:	12/31/2026
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:		Town of East Millinocket 53 Maine Street, East Millinocket, Maine 04430 VC1000026827		
Brief Description of Goods/Services/Grant:		Leachate Treatment produced from State-owned Dolby Landfill, East Millinocket, ME		

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.

The Town of East Millinocket and the State have an agreement, whereby the Town and State agree to cost share all operations and maintenance expenses for treatment of municipal sanitary wastes and landfill leachate. The East Millinocket Wastewater Treatment facility is the one facility that was designed to treat leachate from the Dolby Landfill. There are no other cost competitive options at this time for the treatment of the leachate.

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

The Town owns/operates the municipal wastewater treatment plant, which provides ongoing treatment of leachate from the state-owned Dolby Landfill. Leachate is conveyed to the town's wastewater treatment plant via subsurface pipeline owned and operated by the State. Treatment of Dolby leachate at the East Millinocket treatment plant was and continues to be the logical treatment option.

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

The Town of East Millinocket and Wright Pierce Engineers have developed a cost-share budget for O/M expenses at the Town's wastewater treatment plant to treat leachate generated at the state-owned Dolby Landfill. State cost share expenses are based upon current leachate generation volumes. The State is currently completing phases II and III of closure capping at the Dolby Landfill. This landfill capping will reduce future volumes of landfill leachate that will need to be conveyed to the Town's treatment plant. The State anticipates that future expenses for leachate treatment will be reduced as leachate volumes are diminished.

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

This is a unique scenario, resulting from the Great Northern Paper Company bankruptcy filing and Asset Purchase Sale on December 4, 2014. The Town of East Millinocket owns/operates the wastewater treatment plant and has reserved treatment capacity at the plant for ongoing treatment of leachate generated from the state-owned Dolby Landfill in East Millinocket.

Click or tap here to enter text.

### 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); CONTRACT WITH THE STATE

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

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>William Longfellow</i> DB8A2BC670E9407		
Typed Name:	William Longfellow	Date:	4/18/2024
Signature of DAFS Procurement Official:			
Typed Name:		Date:	