



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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:	Inland Fisheries and Wildlife, Engineering Division		
Department Contract Administrator or Grant Coordinator:	Richard Parker, Director of Engineering		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 13,094.50	Advantage CT / RQS #:	20250328*2257
CONTRACT	Proposed Start Date:	<b>4/1/2025</b>	Proposed End Date: 10/31/2025
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:	VC0000275272, Alta Holdings, dba Alta Enterprises, Scarborough ME		
Brief Description of Goods/Services/Grant:	Replacement of both left and right final drives on JCB Model 8045 S/N 1071030		

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.

Final drive motors power the tracks of the machine forward, reverse, high speed, and low speed. The motors have worn extensively causing difficulties in turning the machine in either direction. This defect causes very challenging conditions on construction sites maneuvering the machine safely, and will eventually worsen to the point the machine is inoperable.

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

Alta NE is the only JCB dealership/ service center within over 350 miles. The next closest dealer is Hoffman Equipment, Piscataway NJ. These being crucial operating parts for the machine it is essential to use OEM parts installed by certified JCB mechanics.

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

There are no OEM final drives available in the entire continental US and they must be ordered and shipped from the manufacturer overseas. Best case estimated receive date for the parts are September of 2025. The labor charge for this repair is only 10.9% of the overall repair costs. This appears to be very fair and reasonable based on costs incurred on similar projects.

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

We will continue to search for competing certified JCB mechanics and dealers offering OEM parts for the machine in the future.

### 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

*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.*

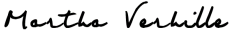
- The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
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Typed Name:	Richard Parker	Date:	4-1-25
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Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 5px;"> <small>DocuSigned by:</small>    <small>891CE7A1493D45B...</small> </div>		
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Typed Name:	Martha Verhille	Date:	4/15/2025
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