



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**OFFICE OF STATE 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 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:		MDIFW/Wildlife/Swan Island	
Department Contract Administrator or Grant Coordinator:		Karen Estabrook	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 8,680.00	Advantage CT / RQS #:	RQS-09A-20250318-1314
<b>CONTRACT</b>	Proposed Start Date:	<b>4/9/2025</b>	Proposed End Date: 7/30/2025
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		AirikaB LLC DBA Outta Season Storage, Greenville, Maine VC0000226762	
Brief Description of Goods/Services/Grant:		Purchase of additional floating docks for the Steve Powell Wildlife Management Area campground.	

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 public use on the island via self-access watercraft has increased in demand in the past two years. To meet the demand and ensure the public has safe and ample docking space at the campground, adding dock space is required. The existing style of dock requires ordering the same type of dock (Dock Blocks) from this company to add dock space due to the unique “dock block” design. The vendor is the only distributor in the country.

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

In 2018 the vendor was awarded the bid through the RFP process for the original docks. Aside from the manufacturer, Outta Season Storage is the only vendor in the country that sells Dock Blocks.

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

The costs are comparable to the quote provided during the competitive bid process in 2018, with a slight increase in cost due to cost increases/inflations over the past 6 years. Through the competitive process in 2018, this vendor was the lowest cost that met the specifications. The funding was allocated from the Swan Island account (Job Code 811s).

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

If other docks are required on Swan Island that are not replacements or additions to existing dock structures, then a competitive bid process will occur. However, in this instance the vendor is the sole source available and justifies the procurement justification due to the unique design of the existing docks we are adding space to.

**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.

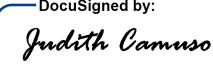
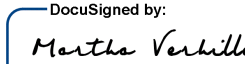
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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):	DocuSigned by:  <small>2E11048D8426476...</small>		
Typed Name:	Judith A. Camuso	Date:	4/17/2025
Signature of DAFS Procurement Official:	DocuSigned by:  <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	4/18/2025

## Certificate Of Completion

Envelope Id: 5BB8C41F-46E7-4924-A8D4-C2E9A4447DC0

Status: Completed

Subject: Complete with Docusign: PJF RQS-09A-20250318-1314 - Dock Blocks Swan Island.docx

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Karen Estabrook

AutoNav: Enabled

353 Water Street

Envelopeld Stamping: Enabled

41 SHS

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Augusta, ME 04333-0041

Karen.Estabrook@maine.gov

IP Address: 198.182.163.113

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4/17/2025 10:23:16 AM

Karen.Estabrook@maine.gov

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Pool: StateLocal

Storage Appliance Status: Connected

Pool: Inland Fisheries and Wildlife

Location: Docusign

## Signer Events

Judith Camuso

judy.camuso@maine.gov

Commissioner

Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:  
*Judith Camuso*  
2E11918D8425475...

Signature Adoption: Pre-selected Style

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Sent: 4/17/2025 10:25:16 AM

Viewed: 4/17/2025 11:43:33 AM

Signed: 4/17/2025 11:44:40 AM

## Electronic Record and Signature Disclosure:

Accepted: 10/19/2020 7:28:05 AM

ID: 24d64f2e-00cf-46c0-b117-54ad17a1fc59

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent

Hashed/Encrypted

4/17/2025 10:25:16 AM

Certified Delivered

Security Checked

4/17/2025 11:43:33 AM

Signing Complete

Security Checked

4/17/2025 11:44:40 AM

Completed

Security Checked

4/17/2025 11:44:40 AM

## Payment Events

## Status

## Timestamps

## Electronic Record and Signature Disclosure

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Inland Fisheries and Wildlife:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [heather.rodrique@maine.gov](mailto:heather.rodrique@maine.gov)

### **To advise Inland Fisheries and Wildlife of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [heather.rodrique@maine.gov](mailto:heather.rodrique@maine.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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- ii. send us an email to [heather.rodrique@maine.gov](mailto:heather.rodrique@maine.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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