



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:	DAFS/BGS/Property Management Division		
Department Contract Administrator or Grant Coordinator:	Valerie Russell		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 5,814.96	Advantage CT / RQS #:	CT: 18A 20220526000000003062
CONTRACT	Proposed Start Date:	7/1/2022	Proposed End Date: 6/30/2023
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:	Planet Wastewater Services Richmond, Maine 04357		
Brief Description of Goods/Services/Grant:	2022 Wastewater Treatment Services @ MCJA Facility		

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 checked="" 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.

This contract provides monthly operational and maintenance related services for the Bioclere wastewater treatment system located at the Maine Criminal Justice Academy. The system supports four buildings housing 80 cadets and support staff. The system requires monthly monitoring and testing to ensure optimal performance.

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

Planet Wastewater's staff has completed the system's manufacturer's training and was involved in the design of the system. This provides the company the unique and specialized experience needed to operate and maintain this system.

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

This service was put out to quote several years ago. Planet Wastewater was the only responder who has the required manufacturer's training. **The price has been held since 2009.**

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

If the contractor cannot maintain current pricing and other qualified vendors are available, we'll put the service out to quote.

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

Does this request utilize ARPA/MJRP funds?

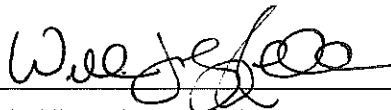
Yes – If Yes, please attach the approved Business Case(s).

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):



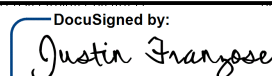
Typed Name:

William J. Longfellow, Director

Date:

5/27/22

Signature of DAFS
Procurement Official:

DocuSigned by:


Typed Name:

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JUSTIN FRANZOSE

Date:

5/27/2022