



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:		DACF/BPL/Northern Region Parks/Lily Bay State Park	
Department Contract Administrator or Grant Coordinator:		Ronald Shaw, Assistant Regional Manager	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 55,000.00	Advantage CT / RQS #:	20230503*3031
CONTRACT	Proposed Start Date:	<b>5/8/2023</b>	Proposed End Date: 8/31/2023
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:		E. J. Carrier, Inc. Jackman, ME	
Brief Description of Goods/Services/Grant:		Emergency hazardous tree removal throughout Lily Bay State Park. The park is currently unable to safely open to camping due to the current conditions.	

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 checked="" 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.

Lily Bay State Park suffered 2 major wind events since last season. Hundreds of trees have been either uprooted, damaged, or are leaning in a manner that poses a threat to anyone under them. The campground was hit extremely hard as well as the entrance road. Heavy logging equipment is needed to take down and remove the trees and resulting slash.

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

The vendor was recommended by the Bureau of Parks and Lands/Public Lands division. They have used this vendor on State of Maine Public Lands and felt they would be best able to accomplish this project within the narrow window of opportunity that we have before the campground opens on May 22, 2023. The contractor also has equipment very near the park and can mobilize quickly.

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

Based on the extent of the damage and the amount of time and cost to bring in the equipment and carefully navigate throughout the park to remove all of the damaged trees it will take at least three weeks to accomplish the project, possibly more. The damage to the timber has reduced its value so the cost of the contract has been determined to be reasonable based on time and equipment costs.

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

We hope to not have any more storms that create this type of urgency. Should a storm of this magnitude happen in the off-season we will try to competitively bid for the removal of the damaged trees.

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

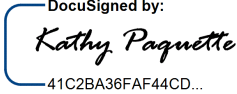
Does this request utilize ARPA/MJRP funds?

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):	<i>Randy Charette</i>		
Typed Name:		Date:	5/19/2023
Signature of DAFS Procurement Official:	 DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	5/22/2023