



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:	Marine Resources/Bureau of Marine Patrol		
Department Contract Administrator or Grant Coordinator:	Steve Ingram/HQ Finance		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 20,000.00	Advantage <u>CT</u> / RQS #:	13A 20241022000000001046
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	11/1/2024	Effective Date:
	Previous End Date:	10/31/2025	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Maine Aero Services 154 Maine Avenue, Bangor ME 04401		
Brief Description of Goods/Services/Grant:	Required maintenance and inspections to be performed as necessary, to include: FAA Annual Inspection, 100-hour aircraft and float service in accordance with the Kodiak maintenance manual and Aerocet float manual. 25-hour float inspections.		

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 checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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 Maine Marine Patrol's Kodiak 100 Turboprop Amphibious aircraft N180MR, will require an FAA Annual Inspection in June. Maine Aero Services will perform an FAA an annual aircraft and amphibious float inspection on N180MR in accordance with the Kodiak Maintenance Manual, the Aerocet Float Maintenance Manual, to include all manufacturer's recommended and mandatory specifications.

In addition, a 100-hour inspection is projected to be necessary before the end of 2025. It has also been determined that amphibious float inspections, including minor preventative maintenance, are required to be conducted at 25-hour intervals.

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

Maine Aero Services has extensive experience doing maintenance on Kodiak 100 amphibious aircraft. For more than a decade, they have maintained five Kodiak 100 amphibious aircraft for the Dept. of the Interior, US Fish & Wildlife Service. Maine Aero Services is authorized by the Kodiak Aircraft Company to conduct both repair and warranty work. Their Chief Mechanic recently attended training at the Kodiak factory in Sandpoint, Idaho to receive the latest updates and instruction required to work on the new Kodiak 100 Series III amphibious aircraft. Maine Aero is also one of the few maintenance facilities in Maine that has a hanger large enough to accommodate a Kodiak 100 on amphibious floats. Due to the height of the aircraft, a hanger with a door greater in height of 18 feet is required.

Maine Aero Services also has extensive experience working on Aerocet amphibious floats. Maine Aero Services has been conducting inspections on the Maine Marine Patrol's Kodiak 100 Series III amphibious aircraft since the agency acquired it and is familiar with this airplane. They have access to all Kodiak Care Maintenance Manuals, Pratt & Whitney engine manuals, and Aerocet float maintenance manuals. Due to the complexities of the aircraft, a vender with experience working on Kodiak aircraft and Aerocet amphibious floats is necessary. Maine Aero Services maintains an inventory of Kodiak and Aerocet parts thus limiting supply and demand delays. The quality of Maine Aero Services work is first rate.

The Bureau currently has a contract with Maine Aero, this amendment would be a continuation of that contract to include all required inspections for the remainder of the year.

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

Maine Aero Services rates are in line with rates of other Kodiak aircraft maintenance repair facilities in the United States.

PART III: SUPPLEMENTAL INFORMATION

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

The Maine Marine Patrol is always on the lookout for financially competitive aircraft maintenance repair facilities. Kodiak warranty work is only available at 53 service centers in the entire United States. Experience maintaining both Kodiak aircraft and Aerocet floats in Maine in a facility large enough to accommodate the aircraft is extremely limited. Maine Aero Services is a Maine owned company.

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):



Typed Name:

Matthew Talbot, Marine Patrol Colonel

Date:

05/15/25

Signature of DAFS
Procurement Official:

DocuSigned by:
Martha Verhille
891CE7A1493D45B...

Typed Name:

Martha Verhille

Date:

5/20/2025


PJF - CT 13A 20241022-1046 Amendment

Final Audit Report

2025-05-15

Created:	2025-05-15
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