



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

PART I: OVERVIEW			
Department Office/Division/Program:		Inland Fisheries and Wildlife/Resource Management/Lands Program	
Department Contract Administrator or Grant Coordinator:		Leigh E. Hoar III – Lands Management Biologist	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 23,000.00	Advantage CT / RQS #: 09A-20230601000000003473
CONTRACT	Proposed Start Date:	6/19/2023	Proposed End Date: 7/28/2023
	Original Start Date:		Effective Date:
AMENDMENT	Previous End Date:		New End Date:
	Project Start Date:		Grant Start Date:
GRANT	Project End Date:		Grant End Date:
	Vendor/Provider/Grantee Name, City, State:		M Rafford Trucking, Inc. P.O. Box 526 Ashland, Maine 04732 VC1000057402
Brief Description of Goods/Services/Grant:		Road maintenance at the Bev Chapman Wildlife Management Area	

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 Lands Program with the Department of Inland Fisheries and Wildlife is responsible for coordinating habitat management, in support of seven regions and seventeen wildlife biologists, on wildlife management areas (WMAs) throughout the entire state. The Department manages over 110,000 acres of land for the development, maintenance and enhancement of wildlife habitat.

Infrastructure development in the form of management road maintenance is a significant amount of the work the Program accomplishes in support of the regions. The proposed project at the Bev Chapman WMA will improve access to field habitat the Department manages for several species of ground-nesting songbirds. Management road improvements will facilitate access for both field mowing equipment and prescribed fire crews when controlled burns are conducted.

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

Management road maintenance to conduct habitat management operations is a critical element of the Program's mission in support of the regions. Locating contractors familiar with maintenance of gravel management roads can be challenging in some areas of the state, particularly when public road improvement and private sector projects offer contractors more lucrative opportunities.

All earthwork contractors performing management road maintenance projects in the greater Ashland area have declined to bid on the proposed road maintenance project. The contractor base in the area is small and work on larger private landowners remains plentiful. Residential work and small, negotiated public projects are treated as fill-in work. One contractor agreed to examine work on the proposed management road and, following project specifications and time and materials rates, he agreed to do the project.

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

I met with the contractor to discuss the elements of the road maintenance project and discussed time and materials rates. With some variation, rates were found to be consistent with those found in the central and southern parts of the state. The contract is a not-to-exceed price with hourly rates for equipment and materials costs.

This particular project is part of a larger maintenance project for which current funding falls short. The remainder of the work will be completed in the fall of 2023 at the beginning of the next federal budget cycle.

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

Pursue other potential contractors and encourage bidding.

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):	DocuSigned by: <i>Tim Peabody</i> <small>03275703AA74438...</small>		
Typed Name:	Timothy E. Peabody	Date:	6/9/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	6/12/2023