



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:		Department of Environmental Protection	
Department Contract Administrator or Grant Coordinator:		Tammy Gould/Sherrie Kelley	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$5740.57	Advantage CT / RQS #:	06A 20230628*1635
CONTRACT	Proposed Start Date:	4/11/2023	Proposed End Date: 4/11/2028
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:		Pine Tree Food Equipment, Gray, Maine	
Brief Description of Goods/Services/Grant:		Emergency Service of Ice Maker	

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 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.

Ready access to clean water ice is needed to preserve water, soil, and other samples bound for laboratory analyses. The top end of current ice maker has deteriorated in a manner that is introducing heavy metal contamination into the ice, as well as threatening breakdown of the unit.

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

The selected service provider installed the current unit and has been providing maintenance over its lifetime. They are familiar with the equipment and our use case. We are replacing the top end of the unit.

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

The vendor won the original competitive contract to supply the ice maker. As the supplier, installer, and local distributor of the original equipment and replacement parts, they are the natural vendor to service the equipment for the life of the system.

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

It is our intention to use this vendor to service the icemaker for the lifetime of the unit they installed.

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.

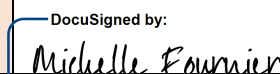
Signature of requesting
Department's Commissioner
(or designee):



Typed Name: Sherrie Kelley

Date: Jun 28, 2023

Signature of DAFS
Procurement Official:

DocuSigned by:


066BBD96EE5347F...

Procurement Justification Form (PJF)

Typed Name:	Michelle Fournier	Date:	6/30/2023
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Pine Tree Food Equipment



Invoice

Date: 4/11/2023

Invoice No.: 230572

Bill to: STATE OF MAINE
epaid/ paymode
darlene.tarr@maine.gov
AUGUSTA, ME 04333

Service at: ENVIRONMENTAL PROTECTION
3 CHIMNEY LOOP
17 STATE HOUSE STATION
AUGUSTA, ME 04033

Work Order - 232987 PO Number: 0

Terms: 30 Days

**Equipment
Serviced:**

sale and installation of a Manitowoc ice machine head. Removal included.

Item	Description	Quantity	Unit Price	Amount
Labor				
Parts				
Miscellaneous				
	SALE/INSTALL MANITOWOC ICE MACHINE HET 4/11/23- Removed old ice machine head and installed new manitowoc in its place, ran new inlet hose to unit and had to extend drain line. Ran unit for a while and dropped 2 batches of ice. Unit is ok for use.	1.00	\$5,653.22	\$5,653.22

*Zone charges are **One-Time** Travel charges based on time and distance to your area. The customer agrees that any amount unpaid after 30 days will be subject to interest at the rate of 18% per year (1.5% per month) until such unpaid amount is paid in full. Additionally, customer will be responsible for the reasonable cost of collection of any such unpaid amounts, including collection and attorney's fees.

Pine Tree Food Equipment
175 Lewiston Rd
Gray, Maine 04039
207 657-6400 207 657-7985 fax

President
Dan Dibeler



Subtotal:	\$5,653.22
Sales Tax:	\$0.00
Payments:	\$0.00
TOTAL DUE;	\$5,653.22



Pine Tree Food Equipment



Bill to: STATE OF MAINE
epaid/ paymode
darlene.tarr@maine.gov
AUGUSTA, ME 04333

Service at:

Terms: 30 Days

PO Number:

Invoice

Date: 6/8/2023

Invoice No.: 234083

Item	Description	Quantity	Unit Price	Amount
Miscellaneous				
	Finance Charge	1.00	\$87.35	\$87.35

***Zone** charges are **One-Time** Travel charges based on time and distance to your area. The customer agrees that any amount unpaid after 30 days will be subject to interest at the rate of 18% per year (1.5% per month) until such unpaid amount is paid in full. Additionally, customer will be responsible for the reasonable cost of collection of any such unpaid amounts, including collection and attorney's fees.

Pine Tree Food Equipment
175 Lewiston Rd
Gray, Maine 04039
207 657-6400 207 657-7985 fax

President
Dan Dibeler



Subtotal:	\$87.35
Sales Tax:	\$0.00
Payments:	\$0.00
TOTAL DUE;	\$87.35






20230628 1635 RQS for DEP IceMaker Invoice EMERGENCY

Final Audit Report

2023-06-28

Created:	2023-06-28
By:	Deanna Desimone (deanna.desimone@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAs4A9LwJGEtiR2WlQWI_YDEyrVT1AvX-v

"20230628 1635 RQS for DEP IceMaker Invoice EMERGENCY" History

-  Document created by Deanna Desimone (deanna.desimone@maine.gov)
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-  Email viewed by Sherrie Kelley (sherrie.m.kelley@maine.gov)
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-  Document e-signed by Sherrie Kelley (sherrie.m.kelley@maine.gov)
Signature Date: 2023-06-28 - 3:35:18 PM GMT - Time Source: server- IP address: 69.53.73.241
-  Agreement completed.
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