



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/MFS/Forest Protection Division	
Department Contract Administrator or Grant Coordinator:		Cheri Bellavance	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$16,435.56	Advantage CT / RQS #:	CT20240502000000003075
CONTRACT	Proposed Start Date:	5/13/2024	Proposed End Date: 6/30/2024
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:		CTI Service Center 74 Airport Rd Old Town, ME 04468 US cartrans617@gmail.com	
Brief Description of Goods/Services/Grant:		Repair of Landoll lowbed trailer to make it roadworthy and State Inspectable.	

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 Maine Forest Service/Forest Protection Division is the owner of a federal excess Landoll lowbed trailer. This trailer was received last year at no cost to the Division. Replacement cost of this trailer is approximately \$100,000. The trailer needs some welding and fab work to become roadworthy and state inspectable thus this request.

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

We have spent a considerable amount of time trying to locate a shop that is capable and willing to make this trailer roadworthy. This repair is something that very few are capable or willing to do which made it difficult to find vendors. CTI Service center is willing and able to do this, and they were the lowest quote that we received. We also have used CTI in the past for repairs on many of our Wildland Firefighting apparatus with positive results.

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

Lowest quote received.

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

Competitive bid process.

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: APPROVALS

The signatures below indicate approval of this procurement request.

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

DocuSigned by:

Aimee Carlton

Typed Name:

Aimee Carlton

Date:

5/24/2024

Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	6/4/2024