

**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:		MaineDOT Fleet Services	
Department Contract Administrator or Grant Coordinator:		Danielle Brooks	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$975,000.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	6/1/2024	Proposed End Date: 5/31/2025
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:		Maine Standard Biofuels - Portland, Maine	
Brief Description of Goods/Services/Grant:		Bioheat and biodiesel for MaineDOT facilities, vehicles and Equipment.	

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.

MaineDOT conducted a one-year pilot study in 2019 using bioheat in the Department’s Southern Maine facilities and in 2020 began using biodiesel in the Department’s vehicles and equipment. The pilot studies were conducted in support of the Governor’s Executive Order to Strengthen Maine’s Economy and Achieve Carbon Neutrality by 2045. MaineDOT has successfully continued its partnership with Maine Standard Biofuels to supply bioheat (B20 blend of #2 heating oil & biofuel) to our facilities and biodiesel (B5-B20) to DOT owned fuel stations that supply fuel to DOT, other state agencies, schools & municipal fleets. In support of the Governor’s Executive Order to Strengthen Maine’s Economy and Achieve Carbon Neutrality by 2045, MaineDOT seeks to continue partnering with Maine Standard Biofuels, as they are the only vendor that meets the following criteria:

- Supplier must source their renewable UCO feedstock from the New England market
- Biodiesel must be produced in the State of Maine
- Collection of supplier’s vehicles must run on biodiesel (up to B99% blend, depending on the season) for overall reduction of GHG in supply chain
- Feedstock must be sustainably sourced used cooking oil, not virgin or imported oil which would result in higher supply chain GHG emissions
- Product must be traceable, with a transparent batch production process
- Product must be tested quarterly with an independent lab to ensure they meet ASTM 6751-15c
- Fuel must meet Grade 1B Criteria, ensuring mono glycerides are below .4% to ensure lower cloud point and lower impurities
- Vendor must supply quarterly Carbon Impact offset reporting information

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

Maine Standard Biofuels continues to be Maine’s only full-service used cooking oil collector and biofuel manufacturer. This vendor is also able to meet the criteria listed in Section 1 and provide service statewide.

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

A Master Agreement with Maine Standard Biofuels will operate off the rack (fluctuating) price. Prices are comparable & competitive with traditional #2 fuel and diesel while allowing the Department to reduce its carbon emissions. Estimated to purchase 30,000 gallons of bioheat and 270,000 gallons of biodiesel from June through May.

MSB is in Portland, ME. To increase our impact on CO2 reduction, DOT expanded use of on-road biodiesel up the I95 corridor to Bangor. To accomplish this, MSB partnered with RH Foster to expand their delivery coverage – this added delivery surcharges from RH Foster based on distance and quantity of gallons being delivered.

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

Based on the success of the pilot study, MaineDOT expanded the use of bioheat to additional Southern Maine facilities and expanded biodiesel in tanks along the I95 corridor as far North as Bangor. The hope is that sustainable energy is the way of the future, which should foster an increase in competition for biofuel manufacturers and providers and create an opportunity for DOT to expand coverage of biodiesel to all our diesel tanks and bioheat in our facilities statewide.

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

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.


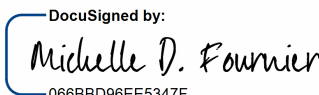
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	William Pulver, C.O.O.	Date:	6-3-2024
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>066BBD96EE5347F...</small>		
Typed Name:	Michelle D. Fournier	Date:	6/11/2024