



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:		Mountain View Correctional Facility		
Department Contract Administrator or Grant Coordinator:		Chad Cooper		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$102,175	Advantage CT / RQS #:	03A 20240610*1770
CONTRACT	Proposed Start Date:	6/10/2024	Proposed End Date:	6/28/2024
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:		Hale Trailers Portland, Maine		
Brief Description of Goods/Services/Grant:		8,000 gallon tank trailer for MVCF wastewater disposal		

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 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.

Mountain View Correctional Facility has a newly installed 100,000-gallon wastewater tank to handle the facility's wastewater. The facility is not on a public sewer system and requires regular removal to an offsite disposal facility. The current system is failing and is at risk of leaking wastewater into the ground. The Department will be managing its own wastewater disposal starting in June. Once the new system is activated in June, new equipment is required to transport the wastewater. Trailers are needed immediately to begin wastewater transport.

The Department has purchased two vehicles to support this process. An 8,000-gallon tank trailer will handle the majority of the wastewater transport for the facility.

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

RFQ 03A 240222-196 (both tank trailers) and RFQ 2404290-265 (8,000 gallon tank trailer) were posted for this commodity. The first RFQ received no bids. The second RFQ received one bid from Technology International Inc. for \$161,755.00. This product was \$30,000.00 over the Department's budget.

We received two quotes for similar trailers that met specifications: Hale Trailer in Portland for \$102,175, and a second from Tri Tank Corp in Syracuse New York for \$105,000. The Department anticipates accepting Hale Trailer's quote for a trailer since it has the lowest cost.

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

The Department pursued a competitive process through two posted RFQs. The second RFQ resulted in one bid which was over budget. The selected quote is the lowest the Department has received.

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

The Department will continue to use the competitive process for commodities in the future.

### 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.


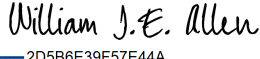
No – If No, proceed to Part V.

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

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

 Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<small>DocuSigned by:</small>  <small>8E48CAE00CCD407...</small>		
Typed Name:	Anthony Cantillo	Date:	6/10/2024
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>2D5B6E39F57E44A...</small>		
Typed Name:	william J.E. Allen	Date:	6/14/2024

NOI 0620240697 06/17/2024 - 06/23/2024