



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		Department of Corrections Maine State Prison Industries	
Department Contract Administrator or Grant Coordinator:		Hallis Thayer II	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 6,453.00	Advantage CT / RQS #:	03A 20250424*1546
CONTRACT	Proposed Start Date:	4/23/2025	Proposed End Date: 6/30/2025
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:		Pellet Masters Chippewa Falls, WI	
Brief Description of Goods/Services/Grant:		9" 3-Roller 15hp 220v Three Phase Electric Pellet Mill	

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 MSP Industries woodshop relies on the wood pellet mill to recycle wood dust, helping maintain dust levels at an appropriate and safe standard.

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

Our current system was specifically built to accommodate this vendor’s machines without requiring modifications. As a result, DOC presently possess compatible components—such as dies, rollers, and bearings—which can be used with the new equipment, further reducing costs and downtime.

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

Based on internet research of various U.S. companies offering similar products, this vendor’s pricing is either lower than and comparable to most competitors:

- Colorado Mill Equipment/Mill-10 Pellet Mill 10HP - \$7,900.00
- Meelko/Electric Pellet Mill MKFD360C - \$10,755.00
- USA Pellet Mill/Pellet Mill Rotating Roller MKFD300RB - \$10,976.00

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

In the near future, MSP Industries plans to purchase a pellet mill specifically designed for wood pellet production. The current equipment in use consists of re-engineered feed pellet mills, which, while functional, were not originally intended for this purpose. Once specifications are finalized, a Request for Quotation (RFQ) will be issued, allowing all qualified vendors to bid on supplying a comparable wood pellet mill that meets our requirements.

**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.

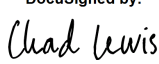
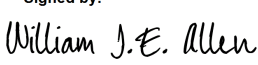
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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):	DocuSigned by:  7F4B643D13E64CC...		
Typed Name:	Chad Lewis, Director of Special Projects	Date:	6/16/2025
Signature of DAFS Procurement Official:	Signed by:  2D5B6E39F57E44A...		
Typed Name:	william J.E. Allen	Date:	6/16/2025

NOI 0620250581 06/17/2025 - 06/23/2025

**Pellet Masters**

1406 Lowater Rd  
Chippewa Falls, WI 54729

**Invoice**

Date	Invoice #
4/15/2025	5511

Bill To
Maine Correctional Ind Patrick Connor 807 Cushing Road Warren, ME 04864 207-273-5470

Ship To
Maine Correctional Ind Patrick Connor 807 Cushing Road Warren, ME 04864 207-273-5470

P.O. No.	Terms	Project
	Pay before ship	

Quantity	Description	Rate	Amount
1	9" 3-Roller 15hp 220v Three Phase Electric Pellet Mill	5,995.00	5,995.00
	Shipping	458.00	458.00
		<b>Total</b>	<b>\$6,453.00</b>