

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:		MaineDOT Fleet Services	
Department Contract Administrator or Grant Coordinator:		Danielle Brooks	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$975,000	Advantage CT / RQS #:	MA 18P 19120200000000000072
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	12/2/2019	Effective Date:
	Previous End Date:	5/31/2025	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Maine Standard Biofuel – Portland, Maine	
Brief Description of Goods/Services/Grant:		Bioheat and on-road 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.	<p>Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</p> <p>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:</p> <ul style="list-style-type: none"> • 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.	<p>Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.</p> <p>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.</p>
3.	<p>Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.</p> <p>A master agreement with Maine Standard Biofuels will operate off the rack (fluctuating) price. Prices are comparable & competitive with traditional #2 heating oil and diesel while allowing the Department to reduce its carbon emissions. Estimated to purchase 30,000 gallons of bioheat and 270,000 gallons of on-road biodiesel from June through May. MSB is in Portland, ME. To increase the Department's impact on CO2 reduction, DOT expanded use of on-road biodiesel in 21-22 to include DOT's bulk diesel tank locations along 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 and is based on distance and quantity of gallons being delivered.</p>
4.	<p>Describe the plan for future competition for the goods or services.</p>

PART III: SUPPLEMENTAL INFORMATION

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?

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):			
Typed Name:	William Pulver, C.O.O.	Date:	6-3-2025
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Michelle Fournier	Date:	6/16/2025

Certificate Of Completion

Envelope Id: 7C5455A3-07A0-434A-A706-4FBF2EE79036

Status: Completed

Subject: Complete with Docusign: MaineBiofuels_2025_PJF.pdf

Lease #:

Project Number:

Contract Number:

RFP Number:

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Sterling Doiron

AutoNav: Enabled

77 State House Station

Envelopeld Stamping: Enabled

111 Sewall Street

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Augusta, ME 04333

Sterling.Doiron@maine.gov

IP Address: 71.169.188.88

Record Tracking

Status: Original

Holder: Sterling Doiron

Location: DocuSign

06/16/2025 | 15:32

Sterling.Doiron@maine.gov

Signer Events

Signature

Timestamp

Michelle Fournier

michelle.fournier@maine.gov

Procurement Planning Manager

State of Maine - Division of Procurement Services

Security Level: Email, Account Authentication (None)

DocuSigned by:

066BBD96EE5347F...

Sent: 06/16/2025 | 15:34

Viewed: 06/16/2025 | 16:11

Signed: 06/16/2025 | 16:11

Signature Adoption: Pre-selected Style

Using IP Address: 172.101.5.7

Electronic Record and Signature Disclosure:

Accepted: 06/16/2025 | 14:58

ID: cc747848-9fcb-4b50-a652-3222b815ed4d

Company Name: Bureau of General Services

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

06/16/2025 | 15:34

Certified Delivered

Security Checked

06/16/2025 | 16:11

Signing Complete

Security Checked

06/16/2025 | 16:11

Completed

Security Checked

06/16/2025 | 16:11

Payment Events

Status

Timestamps

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Unless you tell us otherwise, in accordance with the procedures described herein, BGS will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during your relationship with BGS. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described in the following. Please also see the preceding paragraph that describes the consequences of electing not to receive delivery of the notices and disclosures electronically from us.

How to contact BGS:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically.

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To advise BGS of your new e-mail address

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- ii. Send us an e-mail and, in the body of such request, provide your e-mail address, full name, US Postal address, and telephone number. We do not need any other information from you to withdraw consent. Please be advised that withdrawing consent for electronic documents will be that transactions may take a longer time to process..

Minimum System Requirements Operating Systems

Most modern computers will work just fine with DocuSign. But just to be thorough, this topic provides the minimum system requirements needed to sign with DocuSign. Browsers

- Internet Explorer® (Windows only) 8.0 or above – compatibility mode is supported only for 9.0 and above; Windows Edge® current version, Mozilla Firefox™ current version; Safari™ 6.2 or above; Google Chrome™ current version.

Note: Pre-release (e.g., beta) versions of operating systems and browsers are not supported.

Mobile Signing

- Apple iOS® 7.0 or above; Android 4.0 or above Screen Resolution
- 1024 x 768 minimum (for desktops and laptops)

PDF Reader: Acrobat® or similar software may be required to view and print PDF files.

Security

- Allow per session cookies
- Users accessing the Internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection
- Firewall settings must allow access to the following server: <https://docucdn-a.akamaihd.net>. DocuSign leverages Akamai as a content delivery service to enhance our application's performance.

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