



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 Administrative and Financial Services, Bureau of General Services	
Department Contract Administrator or Grant Coordinator:		Lane Gould, Landfill Manager	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 150,000	Advantage CT / RQS #:	18F 20220425*2602
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	7/1/2025
	Previous End Date:	New End Date:	11/30/2025
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Sevee and Maher Engineers Inc. Cumberland, ME	
Brief Description of Goods/Services/Grant:		Dolby Landfill Cover, State-owned Dolby Landfill, East Millinocket, ME	

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 checked="" 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 original contract was awarded pursuant to RFP 201803035. This is a short-term extension of the existing contract to complete the work to develop a Final Closure Design for the Dolby II Landfill. Funding to complete this Final Closure Design is being added.

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

The contract was awarded pursuant to the competitive bidding process – RFP 201803035. The remaining 10.4-acre area of Dolby III received Final Cover in 2024. Dolby II requires an upgraded Final Cover System under the same scope and specifications as the Dolby III Landfill. Sevee and Maher Engineers will be replicating the scope of work they provided under the Dolby II design. The Final Closure Design will be submitted to Maine DEP. Upon completion of the design and submission to DEP, this contract will be closed.

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

Costs and rates were negotiated through a competitive bidding award. The Dolby II Final Closure design is consistent with the scope and specifications of the Dolby III Design. The vendor has been contracted by the State of Maine to work at the Dolby Landfill since the State acquired the landfill. The vendor has unmatched knowledge of and experience with the Dolby Landfill that would increase the efficiencies associated with performing this work. This contract will end concurrently with the Engineering Support Contract held by the same vendor, with the award of a new contract for Engineering Support pursuant to a new RFP.

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

This is the final portion of the Dolby Landfill to receive a Final Cover upgrade. The design will build out in stages similar to the Dolby III Upgrade. The Final Closure Design will include all of the stages in the report. There should be no need for this service in the future once the Final Closure Design is submitted to Maine DEP.

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

Does this request utilize ARPAMJRP 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.

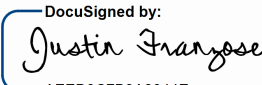
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):	<i>Elaine Clark</i> 6.13.25		
Typed Name:	Elaine Clark, Deputy Commissioner	Date:	
Signature of DAFS Procurement Official:	DocuSigned by:  AEED9C7B3A8044E...		
Typed Name:	Justin Franzose	Date:	6/23/2025

