



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 \$10,000 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		
Department Contract Administrator or Grant Coordinator:		Robert Boynton / John Slyvester		
(If applicable) Department Reference #:				
Agency Department Code:	03B	Advantage CT / RQS #:	20260505000000001703	
Amount: (Contract/Amendment/Grant)		\$4613.00		
CONTRACT	Proposed/Original Start Date:	Click or tap to enter a date.	Proposed/Most Recent End Date:	Click or tap to enter a date.
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		F W Webb Co South Portland, ME		
Brief Description of Goods/Services/Grant:		MSP Boiler safety valves repair and replace		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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.

Maine State Prison boiler's safety valves need to be tested every three years by law. The Prison has the need for a valve to be repaired/rebuilt along with new replacement valves.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

This vendor can supply the parts and rebuild the valves. The Maintenance Supervisor tried to find another vendor that could support these needs in a timely manner but was unable to locate another vendor in Maine capable of repairs that FW Webb can provide. The valves are needed for the boiler that handles the whole facility. This purchase will put the department's total spending limit over the \$10000 threshold.

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

Costs are based on the quote provided and current market pricing for the required boiler safety valve repair/rebuild/testing service.

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

DOC will continue to follow procurement rules, as required.

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) or (026) – 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](#).

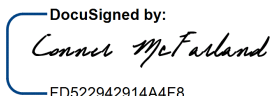
☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their

knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Conner McFarland	Date:	5/15/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

OSPS Section Only

Signature of DAFS Procurement Official:			
Typed Name:	Sterling Doiron	Date:	6/1/2026

Certificate Of Completion

Envelope Id: 64F897BB-9A47-888C-80F2-8F4284104D91

Status: Completed

Subject: Complete with Docusign: PJF FW Webb Valves.docx

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Conner McFarland

AutoNav: Enabled

conner.mcfarland@maine.gov

Envelopeld Stamping: Enabled

IP Address: 24.198.172.148

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

Record Tracking

Status: Original

Holder: Conner McFarland

Location: DocuSign

5/15/2026 7:21:56 AM

conner.mcfarland@maine.gov

Security Appliance Status: Connected

Pool: StateLocal

Signer Events

Conner McFarland

conner.mcfarland@maine.gov

Manager of Operations

Maine Department of Corrections

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:
Conner McFarland
FD522942914A4F8...

Signature Adoption: Pre-selected Style
Using IP Address: 24.198.172.148

Timestamp

Sent: 5/15/2026 7:22:42 AM

Viewed: 5/15/2026 7:22:50 AM

Signed: 5/15/2026 7:22:57 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

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

Melissa Gallace

melissa.j.gallace@maine.gov

Security Level: Email, Account Authentication
(None)

COPIED

Sent: 5/15/2026 7:22:58 AM

Viewed: 5/15/2026 10:08:02 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

5/15/2026 7:22:42 AM

Certified Delivered

Security Checked

5/15/2026 7:22:50 AM

Signing Complete

Security Checked

5/15/2026 7:22:57 AM

Completed

Security Checked

5/15/2026 7:22:58 AM

Payment Events

Status

Timestamps

Certificate Of Completion

Envelope Id: A520D5B3-7FC4-8180-803B-20E3B8F0DF3F

Status: Completed

Subject: Complete with Docusign: Complete_with_Docusign_PJF_FW_Webb_Valvesdo.pdf

Source Envelope:

Document Pages: 4

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Sterling Doiron

AutoNav: Disabled

77 State House Station

Envelopeld Stamping: Disabled

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

6/1/2026 8:19:25 AM

Sterling.Doiron@maine.gov

Signer Events

Signature

Timestamp

Sterling Doiron

Sterling.Doiron@maine.gov

Sterling Doiron

Security Level: Email, Account Authentication
(None)

Signed by:

Sterling Doiron

4C537C52B586437...

Signature Adoption: Pre-selected Style

Using IP Address: 71.169.188.88

Sent: 6/1/2026 8:19:36 AM

Viewed: 6/1/2026 8:19:41 AM

Signed: 6/1/2026 8:19:54 AM

Freeform Signing

Electronic Record and Signature Disclosure:

Not Offered via Docusign

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

6/1/2026 8:19:36 AM

Certified Delivered

Security Checked

6/1/2026 8:19:41 AM

Signing Complete

Security Checked

6/1/2026 8:19:54 AM

Completed

Security Checked

6/1/2026 8:19:54 AM

Payment Events

Status

Timestamps