



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:		Guy Barter		
(If applicable) Department Reference #:				
Agency Department Code:	03B	Advantage CT / RQS #:	20260601000000001854	
Amount: (Contract/Amendment/Grant)		\$12953.50		
CONTRACT	Proposed/Original Start Date:	6/1/2026	Proposed/Most Recent End Date:	8/30/2026
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:		MidCoast Diesel Performance		
Brief Description of Goods/Services/Grant:		Case Loader was taken to garage for brakes		

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.

The Case 621ZF loader is a critical piece of equipment used daily to support maintenance and agricultural operations at Maine State Prison, including grounds upkeep, materials handling, and essential agricultural tasks. The loader's brakes have deteriorated to a point where they no longer meet safe operating standards, posing a significant safety risk to operators and personnel working in proximity to the equipment.

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.

Midcoast Diesel was selected because it is the known local mechanic that agreed to look at the brakes. It's the only local shop within 50 miles that is available to service this type of equipment without hiring transport. They were willing to inspect the brakes and commit to sourcing the necessary parts. Due to the age of the loader, components must be obtained from multiple suppliers, and Midcoast Diesel has agreed to handle this process. The quote took approximately two months to receive because locating the appropriate parts has been unusually difficult.

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

Costs were quoted based on parts and current labor rates. Labor rates were reviewed online, with Maine averages between \$130-140.

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

DOC will continue to seek competitive quotes for these services.

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](#).

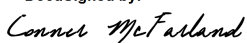
☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their

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):	DocuSigned by:  FD522942914A4F8...		
Typed Name:	Conner McFarland	Date:	6/15/2026

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:	Signed by:  0AA4C3C8A6C2460...		
Typed Name:	Michael Hartmann	Date:	6/16/2026

Certificate Of Completion

Envelope Id: 4D124F1D-DE37-8C8D-8001-214B6062E38E
 Subject: Here is your signed document: PJF Midcoast Diesel Performance.docx
 Source Envelope:
 Document Pages: 3
 Certificate Pages: 2
 AutoNav: Disabled
 Envelopeld Stamping: Disabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed
 Envelope Originator:
 Conner McFarland
 conner.mcfarland@maine.gov
 IP Address: 198.182.163.115

Record Tracking

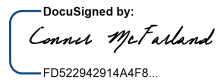
Status: Original
 6/15/2026 8:37:03 AM
 Security Appliance Status: Connected
 Holder: Conner McFarland
 conner.mcfarland@maine.gov
 Pool: StateLocal

Location: DocuSign

Signer Events

Conner McFarland
 conner.mcfarland@maine.gov
 Manager of Operations
 Maine Department of Corrections
 Security Level: Email, Account Authentication
 (None)

Signature

DocuSigned by:

 FD522942914A4F8...
 Signature Adoption: Pre-selected Style
 Using IP Address: 198.182.163.115

Timestamp

Sent: 6/15/2026 8:37:23 AM
 Viewed: 6/15/2026 8:37:28 AM
 Signed: 6/15/2026 8:37:57 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

Marci L. Blakely
 Marci.L.Blakely@maine.gov
 Facility Manager
 Security Level: Email, Account Authentication
 (None)

COPIED

Sent: 6/15/2026 8:37:59 AM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Melissa Gallace
 Melissa.J.Gallace@maine.gov
 Security Level: Email, Account Authentication
 (None)

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Sent: 6/15/2026 8:37:59 AM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/15/2026 8:37:23 AM
Certified Delivered	Security Checked	6/15/2026 8:37:28 AM
Signing Complete	Security Checked	6/15/2026 8:37:57 AM
Completed	Security Checked	6/15/2026 8:37:59 AM
Payment Events	Status	Timestamps